



CITY COUNCIL
VIRGIL CLARKSON
Mayor
JASON HEARN
Deputy Mayor
JEFF GADMAN
LENNY GREENSTEIN
RON LAWSON
CYNTHIA PRATT
ANDY RYDER
CITY MANAGER
SCOTT SPENCE

AMENDED
LACEY CITY COUNCIL AGENDA
SEPTEMBER 12, 2013
7:00 P.M.
420 COLLEGE STREET, LACEY CITY HALL

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS*
 - A. [Council Minutes of August 22, 2013](#)
 - B. [Final Subdivision Approval of Campus Ridge \(Project #11-195\)](#)

** 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 RECOGNITIONS AND PRESENTATIONS:
 - A. Recognition of Ken Dean for service on Historical Commission (*Lori Flemm*)

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA*

The City Council will allow comments under this section on items **NOT already on the agenda. Where appropriate, the public will be allowed to comment on agenda items as they are addressed during the meeting.*

5. PUBLIC HEARING:

6. PROCLAMATION:

- A. [Proclamation declaring September 8-14, 2013, as Suicide Prevention and Awareness Week](#) (*Monica Olivas*)

7. REFERRAL FROM PLANNING COMMISSION:

8. REFERRAL FROM HEARINGS EXAMINER:

9. RESOLUTIONS:

- A. [Resolution declaring intent of Revenue Bond Reimbursement](#) (*Troy Woo*)
- B. [Resolution declaring intent to form Tanglewilde East ULID](#) (*Scott Egger*)
- C. [Resolution to adopt Comprehensive Emergency Management Plan](#) (*Scott Egger*)

10. **ORDINANCES:**
- A. [Ordinance approving final 2013 Budget Amendments](#) (*Troy Woo*)
11. **MAYOR'S REPORT:**
12. **CITY MANAGER'S REPORT:**
- A. [Authorize City Manager to sign Amendment to Interagency Agreement relating to Energy Conservation Project](#) (*Scott Egger*)
13. **STANDING GENERAL COMMITTEE:**
- A. [Transportation Committee](#) (08.13.13)
B. [General Government & Public Safety Committee](#) (08.16.13)
C. [Finance & Economic Development Committee](#) (08.26.13)
14. **OTHER BUSINESS:**
15. **BOARDS, COMMISSIONS, AND COMMITTEE REPORTS:**
- A. Mayor Virgil Clarkson:
1. Intercity Transit Authority (IT)
2. Mayors' Forum
3. Thurston Regional Planning Council (TRPC)
- B. Deputy Mayor Jason Hearn:
1. Joint Animal Services Commission (JASCOM)
2. HTPA-Human Trafficking
- C. Councilmember Cynthia Pratt:
1. Energy Advisory Committee
2. LOTT
3. Olympic Region Clean Air Agency (ORCAA)
4. Thurston Council for Children & Youth
- D. Councilmember Andy Ryder:
1. Business Resource Center
2. Economic Development Council (EDC)
3. Transportation Policy Board (TPB)
4. Visitor & Convention Bureau (VCB)
- E. Councilmember Ron Lawson:
1. Community Action Council (CAC)
2. Solid Waste Advisory Committee (SWAC)
- F. Councilmember Jeff Gadman:
1. Health & Human Services Council (HHSC)
2. HOME Consortium
3. Regional Sustainability Task Force
4. Thurston County Law & Justice Council
- G. Councilmember Lenny Greenstein:
1. Emergency Medical Services (EMS)
2. TCOMM911
3. Water Resource Inventory Area 11 (WRIA)
16. **ADJOURN**

**MINUTES OF A REGULAR MEETING OF THE
LACEY CITY COUNCIL HELD THURSDAY,
AUGUST 22, 2013, IN LACEY COUNCIL
CHAMBERS.**

- CALL TO ORDER: Mayor Clarkson called the meeting to order at 7:00 p.m.
- PLEDGE OF ALLEGIANCE: Jessica Hartley led the pledge of allegiance.
- COUNCIL PRESENT: V. Clarkson, J. Hearn, C. Pratt, J. Gadman, R. Lawson, L. Greenstein, A. Ryder
- STAFF PRESENT: S. Spence, T. Woo, K. Ahlf, R. Walk, S. Egger, L. Gotelli, D. Pierpoint, C. Litten, R. Schoessel, M. Hoppe
- APPROVAL OF AGENDA AND CONSENT AGENDA: Consent Agenda Items:
(a) Worksession Minutes of July 18, 2013
(b) Worksession Minutes of August 1, 2013
(c) Council Minutes of August 8, 2013
- COUNCILMEMBER RYDER MOVED TO APPROVE THE CONSENT AGENDA AND AGENDA. COUNCILMEMBER LAWSON SECONDED. MOTION CARRIED.**
- PUBLIC COMMENT: Mayor Clarkson recognized Jason Agtarap and Ariana Rivera for their service as youth representatives on the Parks Board and Historical Commission.
- Lori Flemm, Parks & Recreation Director, recognized museum volunteers who staffed the Lacey Museum during the hiring process for a new curator.
- Chief Pierpoint presented a commendation to Samantha Robinson for performing an act of bravery during a safety incident involving a Wal-Mart employee and shoppers.

A representative of SEIU for Providence Health Care employees stated it has been five months since employees went on strike related to changes in healthcare. She asked that the public contact their legislators to help restore their health care benefits.

Tryna Norberg, managing member of Hawks Prairie, LLC, requested that Council reinstate the casino's 2.5 % gambling tax reduction that was increased to 10% on January 1, 2013. She noted that the significant cost of the casino's B&O tax is inequitable compared to other businesses.

Mark Palmer, General Manager, Hawks Prairie, LLC, reported that the casino pays \$456,000 in taxes, and asked Council to consider reducing their gambling tax to a more equitable rate.

RESOLUTION:

Resolution No. 997 declares a single source and authorizes the City Manager to sign a contract for the supply of Centracs Advanced Transportation Management System to the City's communication network for traffic signal equipment.

Martin Hoppe, Transportation Manager, stated the Citywide Intersection Intelligent Transportation System Safety Improvement Project (ITS) will replace the software and hardware for the traffic signals within the Smart Corridor Project identified with TRPC and the stakeholder jurisdictions within Thurston County.

The City of Lacey participated in a Regional System Engineering Study with TRPC, Intercity Transit, WSDOT, Thurston County, Olympia and Tumwater. The City selected the Econolite Centracs Advanced Transportation Management Software to control the traffic signal system. This system is manufactured by a single vendor and requires a Sole Source Resolution. The cost for equipment, training and software is expected to be approximately \$1.1 million. The Federal Highway Administration and WSDOT who administer the grant funds have approved this sole source traffic system.

The project will be implemented in two phases. The first phase is to procure the necessary equipment in order to replace traffic signal cabinets and controllers, and the second phase is to install the equipment. It is expected the second phase of work will be bid in early 2014.

Since the SMART Corridor Project crosses jurisdictional boundaries, both Thurston County and WSDOT have requested that the City replace their respective signals at the time of implementing Lacey's ITS project.

In order to compensate the City for work outside of city limits, WSDOT requires the Council approve a State Participating Agreement. Thurston County has already transferred their grant funds to the City under its Joint Maintenance Agreement. The total combined cost contribution for this work from Thurston County and WSDOT is approximately \$325,000.

At its August 10, 2013, Transportation Committee meeting, members reviewed the proposal to declare a sole source and to sign the WSDOT Participating Agreement, and recommend approval to full Council.

COUNCILMEMBER RYDER MOVED TO APPROVE RESOLUTION NO. 997 TO DECLARE A SINGLE SOURCE AND AUTHORIZE THE CITY MANAGER TO SIGN A CONTRACT FOR THE SUPPLY OF CENTRACS ADVANCED TRANSPORTATION MANAGEMENT SYSTEM TO THE CITY'S COMMUNICATION NETWORK FOR TRAFFIC SIGNAL EQUIPMENT; AND TO AUTHORIZE THE CITY MANAGER TO SIGN A STATE PARTICIPATING AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION FOR CONVERTING THEIR SIGNAL CONTROLS AND CABINETS. COUNCILMEMBER PRATT SECONDED. MOTION CARRIED.

MAYOR'S REPORT:

Mayor Clarkson presented a request to Council to approve the appointment of Robert Kowalski and

Jessica Hartley as youth representatives to the Parks Board and the Library Board.

COUNCILMEMBER RYDER MOVED TO APPROVE THE MAYOR'S APPOINTMENT OF ROBERT KOWALSKI AND JESSICA HARTLEY AS YOUTH REPRESENTATIVES TO THE PARKS BOARD AND LIBRARY BOARD. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

Mayor Clarkson presented a request to Council to approve the appointment of Susan Goff to a first term on the Historical Commission.

COUNCILMEMBER RYDER MOVED TO APPROVE THE MAYOR'S APPOINTMENT OF SUSAN GOFF TO A FIRST TERM ON THE HISTORICAL COMMISSION. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

Mayor Clarkson presented a request to Council to approve the re-appointment of Kimberley Bauman and Rosalie Raps-Melnick to the Historical Commission.

COUNCILMEMBER PRATT MOVED TO APPROVE THE MAYOR'S RE-APPOINTMENT OF KIMBERLEY BAUMAN AND ROSALIE RAPS MELNICK TO THE HISTORICAL COMMISSION. COUNCILMEMBER GADMAN SECONDED. MOTION CARRIED.

CITY MANAGER'S REPORT:

Troy Woo, Finance Director, presented the Council with a request to authorize the City Manager to sign a contract for utility lockbox services.

On June 14, 2013, a lockbox services request for proposal (RFP) was sent to known lockbox service providers and legal notification was given. The intent of the RFP was to select one lockbox services provider to serve the City in connection with lockbox processing of utility bill payments on a daily basis.

Retail Lockbox, Inc. received the highest total evaluation score of all that submitted proposals. Proposals were received from six providers in total.

The Utilities Committee received a briefing on the process at its August 2, 2013, meeting and recommend approval to full Council.

COUNCILMEMBER RYDER MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN A CONTRACT WITH RETAIL LOCKBOX, INC. FOR UTILITY LOCKBOX SERVICES. COUNCILMEMBER GADMAN SECONDED. MOTION CARRIED.

STANDING GENERAL
COMMITTEES:

Utilities Committee

Councilmember Gadman reported the Committee met on August 2, 2013, to discuss the utility lockbox services contract, access stormwater funds, Tanglewilde East ULID, and the Woodland Creek Infiltration Facility.

Community Relations & Public Affairs Committee

Councilmember Greenstein reported the Committee met on August 5, 2013, to discuss two requests for the use of one of Lacey's "free" days at the Washington Center. After reviewing the applications, the Committee recommends to full Council the approval of the application by Loiacono Music Education Fund.

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE THE USE OF ONE OF LACEY'S FREE DAYS AT THE WASHINGTON CENTER TO THE LOIACONO MUSIC EDUCATION FUND. COUNCILMEMBER GADMAN SECONDED. MOTION CARRIED.

Land Use Committee

Councilmember Pratt reported the Committee met on August 5, 2013, to review the draft work program for the Planning Commission.

BOARDS & COMMISSIONS:

HOME Consortium

Councilmember Lawson commented on the recent letter to the editor questioning the Board's decision to allocate funds to a low barrier shelter. In other business, the HOME Consortium and HHSC are in the process of coordinating the transition to merge the two agencies.

Intercity Transit

Mayor Clarkson reported the Board received a briefing from TRPC staff on the Thurston County Regional Sustainable Plan.

LOTT

Councilmember Pratt reported the Board received an update from the advisory committee on phase two of the Regional Groundwater Scientific Study. The first public workshop will be held in October.

Staff will focus efforts on educating the public about reducing home chemicals that can pollute the LOTT System if flushed down the drain.

The Board approved the 2014 preliminary wastewater and capacity development charge rates.

JASCOM

Deputy Mayor Hearn invited all to attend the annual Animal Services fundraiser, Bow-Wow Boogie on August 30, 2013.

Thurston Council on Children and Youth

Councilmember Pratt reported the entire group meets monthly, and the policy group meets quarterly.

VCB

Councilmember Ryder reported that enough signatures have been secured to form a Tourism Promotion Area. The County Commissioners will review the agreement. It is anticipated that funds will be collected in 2014.

Mayor Clarkson expressed his appreciation to Lacey Police Officers for their participation in helping students purchase school supplies.

ADJOURNMENT: Mayor Clarkson adjourned the meeting at 8:25 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____



Lacey City Council Meeting September 12, 2013

SUBJECT: Final Subdivision Approval for Campus Ridge. Project no. 11-195.

RECOMMENDATION: As a consent agenda item, authorize the Mayor to sign the final subdivision map for Campus Ridge, project number 11-195.

STAFF CONTACT: Scott Spence, City Manager *SS*
Rick Walk, Community Development Director
Sarah Schelling, Associate Planner *SS*

ATTACHMENTS: 1. Final Subdivision Map

**PRIOR COUNCIL/
COMMISSION/
COMMITTEE REVIEW:**

— Preliminary Subdivision Approval given by the City Council on March 8, 2012

BACKGROUND:

On March 8, 2012, the City Council approved the preliminary subdivision of Campus Willows. The project was approved for 55 single-family residential lots generally located within the Meridian Campus Planned Community, on a parcel known as MF2, northwesterly of Campus Highlands Drive Northeast, northeasterly of Hole 17 of the Woodlands Golf Course. The subdivision has been developed in accordance with its approval. All public works and planning improvements are in place or financial securities are in place for their installation.

Appropriate agencies and departments have reviewed the request. The appropriate signatures have been obtained and it is now ready for the Mayor's signature. The applicant requests that the City Council authorize the Mayor to sign the final subdivision map for Campus Ridge. This will allow the applicant to proceed with the development of the subdivision.

ADVANTAGES:

1. Signing the final subdivision map would allow the applicant to proceed with the development of the subdivision and the sale of lots. The final subdivision application meets the requirements of preliminary approval, is consistent with the City Comprehensive Plan, the City Zoning Code, and all applicable City regulations.

DISADVANTAGES:

1. Staff has not identified any disadvantages of approving this subdivision.

**PLAT OF
CAMPUS RIDGE, A P.R.D.
A REPLAT OF LOT 2, LACEY BINDING SITE PLAN NO. 08-0004 LA
LOCATED IN PORTIONS OF THE NE1/4 OF THE SW1/4, THE SW1/4
OF THE NW1/4 AND THE SE1/4 OF THE NW1/4 OF SECTION 36,
TOWNSHIP 19 NORTH, RANGE 1 WEST, W.M.,
CITY OF LACEY, THURSTON COUNTY, WASHINGTON**

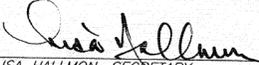
LEGAL DESCRIPTION

LOT 2 OF CITY OF LACEY BINDING SITE PLAN NO. 08-0004 LA, ACCORDING TO SURVEY RECORDED NOVEMBER 9, 2012 UNDER RECORDING NO. 4299671, IN THURSTON COUNTY, WASHINGTON.

DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WE, THE UNDERSIGNED, ARE THE OWNER(S) IN FEE SIMPLE OF THE LAND HEREBY PLATTED, HEREBY DECLARE THIS PLAT OF CAMPUS RIDGE AND DEDICATE TO THE USE OF THE PUBLIC FOREVER, ALL STREETS, AVENUES, PLACES OR WHATEVER PUBLIC PROPERTY THERE IS SHOWN ON THE PLAT AND THE USE THEREOF FOR ANY AND ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES; ALSO THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS OR FILLS UPON THE LOTS, BLOCKS, TRACTS, ETC., SHOWN ON THIS BINDING SITE PLAN IN THE REASONABLE ORIGINAL GRADING OF ALL STREETS, AVENUES, PLACES, ETC., SHOWN THEREON.

 DATE: 7/15/13
LISA HALLMON, SECRETARY
CAMPUS RIDGE, LLC

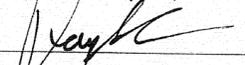
ACKNOWLEDGEMENT

STATE OF WASHINGTON
COUNTY OF ~~PIERCE~~ PIERCE

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT LISA HALLMON IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT SHE SIGNED THIS INSTRUMENT, ON OATH STATED THAT SHE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE SECRETARY OF CAMPUS RIDGE, LLC

TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATED: JULY 15, 2013


PRINTED NAME: RAY A HARRIES
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON
RESIDING AT POST ORCHARD
MY COMMISSION EXPIRES: 2/10/2016



NOTES / CONDITIONS OF APPROVAL

- PRIOR TO BUILDING PERMIT ISSUANCE FOR ANY LOT WITHIN THIS SUBDIVISION, AN APPROVED LOT TYPICAL LANDSCAPE PLAN SHALL BE SUBMITTED WITH THE APPLICATION FOR BUILDING PERMIT THAT IDENTIFIES THE TYPE, NUMBER AND LOCATION OF TREES TO BE PLANTED ON SITE.
- ANY IRRIGATION LINES PLACED WITHIN TREE PROTECTION ZONES ESTABLISHED FOR THE PROJECT MUST BE INSTALLED IN SUCH A MANNER AS TO NOT CAUSE DAMAGE TO THE ROOT PROTECTION ZONE, SUCH AS BY CUTTING ROOTS, DIGGING TRENCHES, OPERATION OF MACHINERY, ETC. SPECIAL CARE MUST BE TAKEN (HAND DIGGING TRENCHES, DESIGNING LINES TO STAY OUT OF THESE AREAS WHERE POSSIBLE, ETC.) TO ENSURE DAMAGE TO THE TREES DOES NOT OCCUR. IN THE EVENT DAMAGE TO THESE AREAS DOES OCCUR, THE CITY MAY REQUIRE, AT THEIR DISCRETION, REPLACEMENT OF THE COMPARABLE LANDSCAPE VALUE OF THE TREES DAMAGED OR OTHER MEANS TO MAKE UP THAT LOSS.
- ANY CONSTRUCTION ACTIVITIES ON THE SITE SHALL OCCUR ONLY BETWEEN THE HOURS OF 7:00 A.M. AND 9:00 P.M.
- ALL LAND WITHIN THE BOUNDARIES OF THIS PLAT IS WITHIN A COMMUNITY FACILITIES DISTRICT OF THE CITY OF LACEY AND ALL SALEABLE LOTS ARE SUBJECT TO ALL SERVICE FEES AND CHARGES WHICH MAY BE LEVIED BY THE CITY OF LACEY FOR THE MAINTENANCE, OPERATION AND IMPROVEMENT OF ANY COMMUNITY FACILITIES AND FOR LIENS FOR ANY UNPAID SERVICE FEES OR CHARGES.
- THE CITY OF LACEY HAS NO RESPONSIBILITY TO BUILD, IMPROVE, MAINTAIN, OR OTHERWISE SERVICE THE PRIVATE ROADS AND/OR ALLEYS WITHIN OR PROVIDING ACCESS TO THE PROPERTY DESCRIBED ON THE PLAT DOCUMENT.
- ALL OPEN SPACE TRACTS SHALL BE OWNED AND MAINTAINED BY THE CAMPUS RIDGE HOMEOWNERS' ASSOCIATION, IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS RECORDED UNDER AUDITOR'S FILE NO.
- THE HOMEOWNERS ASSOCIATION WILL BE RESPONSIBLE FOR MAINTAINING AND LOCATING ALL IRRIGATION LINES LOCATED IN THE PUBLIC RIGHT-OF-WAY.
- ROOF DRAINS SHALL HAVE DRY WELLS AND BE PLACED ON INDIVIDUAL LOTS. DRY WELLS SHALL BE SIZED TO ACCOMMODATE STORM RUNOFF PER THE CITY OF LACEY DEVELOPMENT GUIDELINES AND PUBLIC WORKS STANDARDS.
- THE HOMEOWNERS' ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTAINING THE PRIVATE STREETS (ALONG WITH THE ASSOCIATED PARKING AREAS) AND PLANTER STRIPS (WEEDING, MOWING, PRUNING OF THE STREET TREES, ETC.) IN A HEALTHY AND GROWING MANNER IN PERPETUITY.
- THIS PLAT IS SUBJECT TO COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R'S) FOR THE MERIDIAN CAMPUS RESIDENTIAL OWNERS ASSOCIATION, AS RECORDED UNDER RECORDING NO'S. 9304080184 AND 9304080185, AND MODIFICATION AND/OR AMENDMENT BY INSTRUMENTS RECORDED UNDER RECORDING NO'S. 3073462; 3150033; 3226655; 3232742; 3325010; 3325011; 3592110; 3666327; 3666330; 3666331; 3666332; 3666333; 3781698; 3781699; 3784046; 3882339; 3882340; 3882341; 3882342; 4112085 AND 4270829.

GENERAL EASEMENT PROVISIONS

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF LACEY, A MUNICIPAL CORPORATION, PUGET SOUND ENERGY, INC., A GAS AND ELECTRIC COMPANY, CENTURYLINK, INC., A TELECOMMUNICATIONS COMPANY, ANY CABLE TELEVISION COMPANY AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS UNDER AND UPON THE PRIVATE STREETS DESIGNATED AS TRACT "G" TOGETHER WITH THE FRONT TEN FEET PARALLEL WITH AND ADJOINING SAID PRIVATE STREET FRONTAGES OF ALL LOTS AND TRACTS IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE AND MAINTAIN UNDERGROUND PIPE, CONDUIT, CABLES AND WIRES WITH NECESSARY FACILITIES AND OTHER EQUIPMENT FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, SEWER, WATER, STREET LIGHTING AND UTILITY SERVICE TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS AT ALL TIMES FOR THE PURPOSES HEREIN STATED. THESE EASEMENTS ENTERED UPON FOR THESE PURPOSES SHALL BE RESTORED AS NEAR AS POSSIBLE TO THEIR ORIGINAL CONDITION. NO LINES OR WIRES FOR THE TRANSMISSION OF ELECTRIC CURRENT OR FOR TELEPHONE USE OR CABLE TELEVISION SHALL BE PLACED OR PERMITTED TO BE PLACED UPON ANY LOT UNLESS THE SAME SHALL BE UNDERGROUND OR IN CONDUIT ATTACHED TO A BUILDING.

ALSO, AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO INTERCITY TRANSIT AND NORTH THURSTON SCHOOL DISTRICT OVER AND UPON THE PRIVATE STREETS DESIGNATED AS TRACT "G" FOR THE PURPOSE OF INGRESS AND EGRESS.

APPROVALS

CERTIFICATE - CITY ENGINEER

EXAMINED AND APPROVED THIS _____ DAY OF _____ A.D., 20____.

CITY ENGINEER

CERTIFICATE - CITY PLANNER

EXAMINED AND APPROVED THIS _____ DAY OF _____ A.D., 20____.

CITY PLANNER

CERTIFICATE - HEALTH OFFICER

EXAMINED AND APPROVED THIS _____ DAY OF _____ A.D., 20____.

HEALTH OFFICER

CERTIFICATE - ASSESSOR

EXAMINED AND APPROVED THIS _____ DAY OF _____ A.D., 20____.

THURSTON COUNTY ASSESSOR

CERTIFICATE - TREASURER

I HEREBY CERTIFY THAT ALL TAXES ON THE LAND DESCRIBED HEREON HAVE BEEN FULLY PAID TO AND INCLUDING THE YEAR _____.

THURSTON COUNTY TREASURER

CERTIFICATE - MAYOR FOR LACEY CITY COUNCIL

EXAMINED AND APPROVED THIS _____ DAY OF _____ A.D., 20____.

ATTEST: _____ LACEY CITY COUNCIL

CITY CLERK

MAYOR

CERTIFICATE - COUNTY AUDITOR

FILED FOR RECORD AT THE REQUEST OF _____ THIS _____ DAY OF _____, 20____, AT _____ MINUTES PAST _____ O'CLOCK _____ M., AND RECORDED UNDER AUDITOR'S FILE NO. _____.

THURSTON COUNTY AUDITOR

BY: _____ DEPUTY AUDITOR

LAND SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT OF CAMPUS RIDGE IS BASED UPON AN ACTUAL FIELD SURVEY IN SECTION 36, TOWNSHIP 19 NORTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, THAT THE COURSES AND DISTANCES ARE CORRECT; THAT THE MONUMENTS HAVE BEEN SET AND LOT CORNERS HAVE BEEN STAKED ON THE GROUND.

RICHARD R. LARSON, REGISTERED PROFESSIONAL LAND SURVEYOR, CERTIFICATE NO. 18096



DATE SIGNED: 7-15-13

SHEET 1 OF 4 SHEETS

7925-PLAT-1
07-11-2013

4401 South 66th Street
Tacoma, Washington 98409
253-474-3404 / Fax 253-472-7358

7925

PLAT OF CAMPUS RIDGE, A P.R.D.

A REPLAT OF LOT 2, LACEY BINDING SITE PLAN NO. 08-0004 LA
LOCATED IN PORTIONS OF THE NE1/4 OF THE SW1/4, THE SW1/4
OF THE NW1/4 AND THE SE1/4 OF THE NW1/4 OF SECTION 36,
TOWNSHIP 19 NORTH, RANGE 1 WEST, W.M.,
CITY OF LACEY, THURSTON COUNTY, WASHINGTON



SCALE: 1"=100'
0 50 100 200

BASIS OF BEARINGS
HELD MONUMENTED CENTERLINE (N55°25'38"E)
OF CAMPUS HIGHLANDS DRIVE NE,
PER PLAT OF CAMPUS HIGHLANDS, DIV. 1,
RECORDED UNDER A.F. NO. 3814130
(ALL DISTANCES SHOWN HEREON ARE GROUND SCALE)

METHOD OF SURVEY AND
FIELD EQUIPMENT UTILIZED
FOR THIS SURVEY:

METHOD: FIELD TRAVERSE
UTILIZING A TRIMBLE S6
TOTAL STATION

"THIS SURVEY COMPLIES WITH
ALL STANDARDS AND
GUIDELINES OF THE SURVEY
RECORDING ACT,
CHAPTER 58.09 RCW
AND 332-130 WAC"

TRACT SUMMARY			
TRACT	USE	AREA	ADDRESS (LACEY, WA 98516)
A	WETLAND/WETLAND BUFFER TRACT	2.10 AC.	8789 JAYDEN LANE NE
B	WETLAND BUFFER/OPEN SPACE	15,390 SF	8795 JAYDEN LANE NE
C	OPEN SPACE	14,391 SF	3997 CAMERON LANE NE
D	LANDSCAPING	2,989 SF	3996 CAMERON LANE NE
E	UTILITY ACCESS & LANDSCAPING	1,237 SF	4026 CAMERON LANE NE
F	LANDSCAPING	3,880 SF	4125 CAMERON LANE NE
G	PRIVATE STREET TRACT	1.80 AC	NOT APPLICABLE
H	PASSIVE & ACTIVE RECREATION	4,472 SF	4111 CAMERON LANE NE

LEGEND

- FOUND BRASS CAP IN CASED MONUMENT
(DATE VISITED: SEPTEMBER 2011)
- FOUND 1/2" DIA. REBAR & PLASTIC CAP MARKED
"LARSON #18096" (SET FOR BSP NO. 08-0004 LA)
(DATE VISITED: MAY 2013)

CURVE TABLE			
CURVE	RADIUS	LENGTH	DELTA
C1	250.00'	218.17'	50°00'00"
C2	280.00'	244.35'	50°00'00"
C3	250.00'	333.12'	76°20'48"
C4	125.00'	53.07'	24°19'28"

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S11°16'03"W	23.16'
L2	S34°34'22"E	29.70'
L3	N35°20'41"E	30.59'



DATE SIGNED: 7-15-13

LARSON
And Associates
Land Surveyors & Engineers, Inc.

7925-PLAT-2
07-11-2013

4401 South 66th Street
Tacoma, Washington 98409
253-474-3404 / Fax 253-472-7358

PLAT OF CAMPUS RIDGE, A P.R.D.

A REPLAT OF LOT 2, LACEY BINDING SITE PLAN NO. 08-0004 LA
LOCATED IN PORTIONS OF THE NE1/4 OF THE SW1/4, THE SW1/4
OF THE NW1/4 AND THE SE1/4 OF THE NW1/4 OF SECTION 36,
TOWNSHIP 19 NORTH, RANGE 1 WEST, W.M.,
CITY OF LACEY, THURSTON COUNTY, WASHINGTON

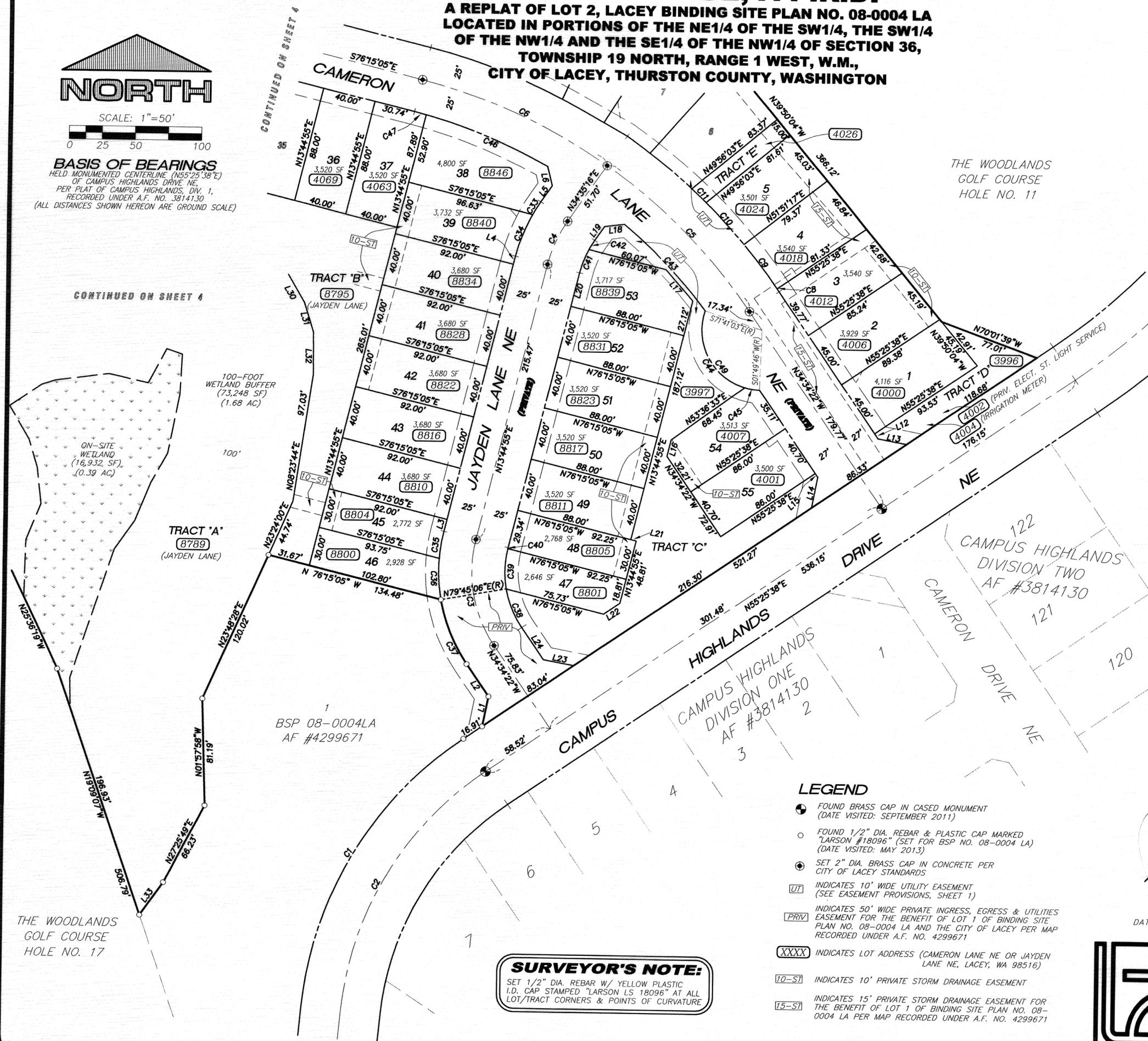


SCALE: 1"=50'
0 25 50 100

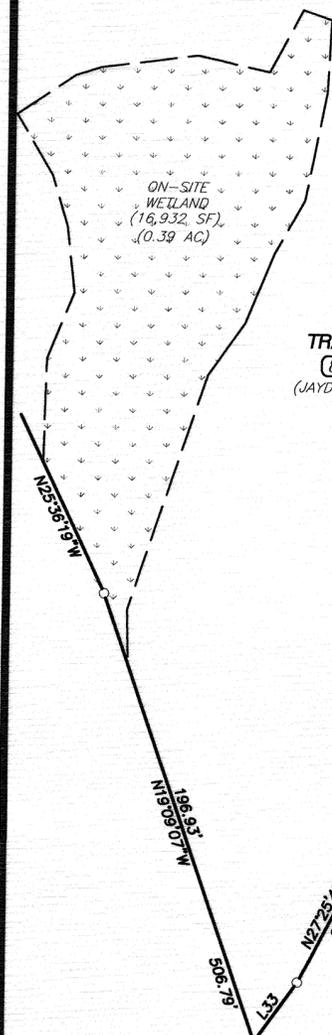
BASIS OF BEARINGS
HELD MONUMENTED CENTERLINE (N55°25'38"E)
OF CAMPUS HIGHLANDS DRIVE NE,
PER PLAT OF CAMPUS HIGHLANDS, DIV. 1,
RECORDED UNDER A.F. NO. 3814130
(ALL DISTANCES SHOWN HEREON ARE GROUND SCALE)

CURVE TABLE			
CURVE	LENGTH	RADIUS	DELTA
C1	244.35	280.00	50°00'00"
C2	218.17	250.00	50°00'00"
C3	84.34	100.00	48°19'17"
C4	36.37	100.00	20°50'21"
C5	154.57	425.00	20°50'19"
C6	154.58	425.00	20°50'24"
C8	2.73	452.00	0°20'46"
C9	41.77	452.00	5°17'39"
C10	42.44	452.00	5°22'45"
C11	15.10	452.00	1°54'50"
C33	11.35	125.00	5°12'05"
C34	34.12	125.00	15°38'16"
C35	20.93	125.00	9°35'43"
C36	31.42	125.00	14°24'06"
C37	53.07	125.00	24°19'28"
C38	31.67	75.00	24°11'28"
C39	30.93	75.00	23°37'31"
C40	0.66	75.00	0°30'17"
C41	19.07	75.00	14°34'18"
C42	8.20	75.00	6°16'03"
C43	89.52	398.00	12°53'12"
C44	73.35	45.50	92°21'37"
C45	11.22	45.50	14°07'34"
C46	99.93	400.00	14°18'50"
C47	9.26	400.00	1°19'37"
C49	84.56	40.50	106°29'11"

LINE TABLE		
LINE	LENGTH	BEARING
L1	23.16	N11°16'03"E
L2	29.70	N34°34'22"W
L3	9.16	N13°44'55"E
L4	6.31	N13°44'55"E
L5	14.98	N34°35'16"E
L6	15.10	N13°33'36"W
L12	4.56	N34°34'22"W
L13	21.93	N79°50'11"W
L14	23.57	N10°43'18"E
L15	3.42	N34°34'22"W
L16	12.67	N13°44'55"E
L17	31.15	N41°13'49"W
L18	15.08	N82°45'08"E
L19	12.99	N34°35'16"E
L20	26.13	N13°44'55"E
L21	4.25	N76°15'05"W
L22	14.98	N55°25'38"E
L23	23.20	N79°40'13"W
L24	29.45	N34°34'22"W
L30	24.28	N30°05'40"W
L31	23.91	N17°30'29"W
L32	32.25	N00°24'14"W
L33	30.59	N35°20'41"E



CONTINUED ON SHEET 4



THE WOODLANDS GOLF COURSE HOLE NO. 17

THE WOODLANDS GOLF COURSE HOLE NO. 11

CAMPUS HIGHLANDS DIVISION TWO AF #3814130
CAMERON DRIVE NE
122
121
120

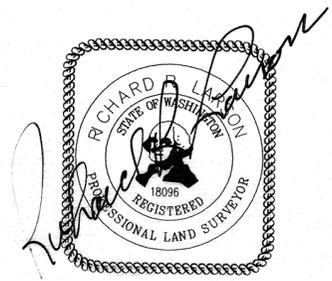
CAMPUS HIGHLANDS DIVISION ONE AF #3814130
3
4
5
6

BSP 08-0004LA
AF #4299671

LEGEND

- FOUND BRASS CAP IN CASED MONUMENT (DATE VISITED: SEPTEMBER 2011)
- FOUND 1/2" DIA. REBAR & PLASTIC CAP MARKED "LARSON #18096" (SET FOR BSP NO. 08-0004 LA) (DATE VISITED: MAY 2013)
- SET 2" DIA. BRASS CAP IN CONCRETE PER CITY OF LACEY STANDARDS
- UT INDICATES 10' WIDE UTILITY EASEMENT (SEE EASEMENT PROVISIONS, SHEET 1)
- PRIV INDICATES 50' WIDE PRIVATE INGRESS, EGRESS & UTILITIES EASEMENT FOR THE BENEFIT OF LOT 1 OF BINDING SITE PLAN NO. 08-0004 LA AND THE CITY OF LACEY PER MAP RECORDED UNDER A.F. NO. 4299671
- XXXX INDICATES LOT ADDRESS (CAMERON LANE NE OR JAYDEN LANE NE, LACEY, WA 98516)
- 10-ST INDICATES 10' PRIVATE STORM DRAINAGE EASEMENT
- 15-ST INDICATES 15' PRIVATE STORM DRAINAGE EASEMENT FOR THE BENEFIT OF LOT 1 OF BINDING SITE PLAN NO. 08-0004 LA PER MAP RECORDED UNDER A.F. NO. 4299671

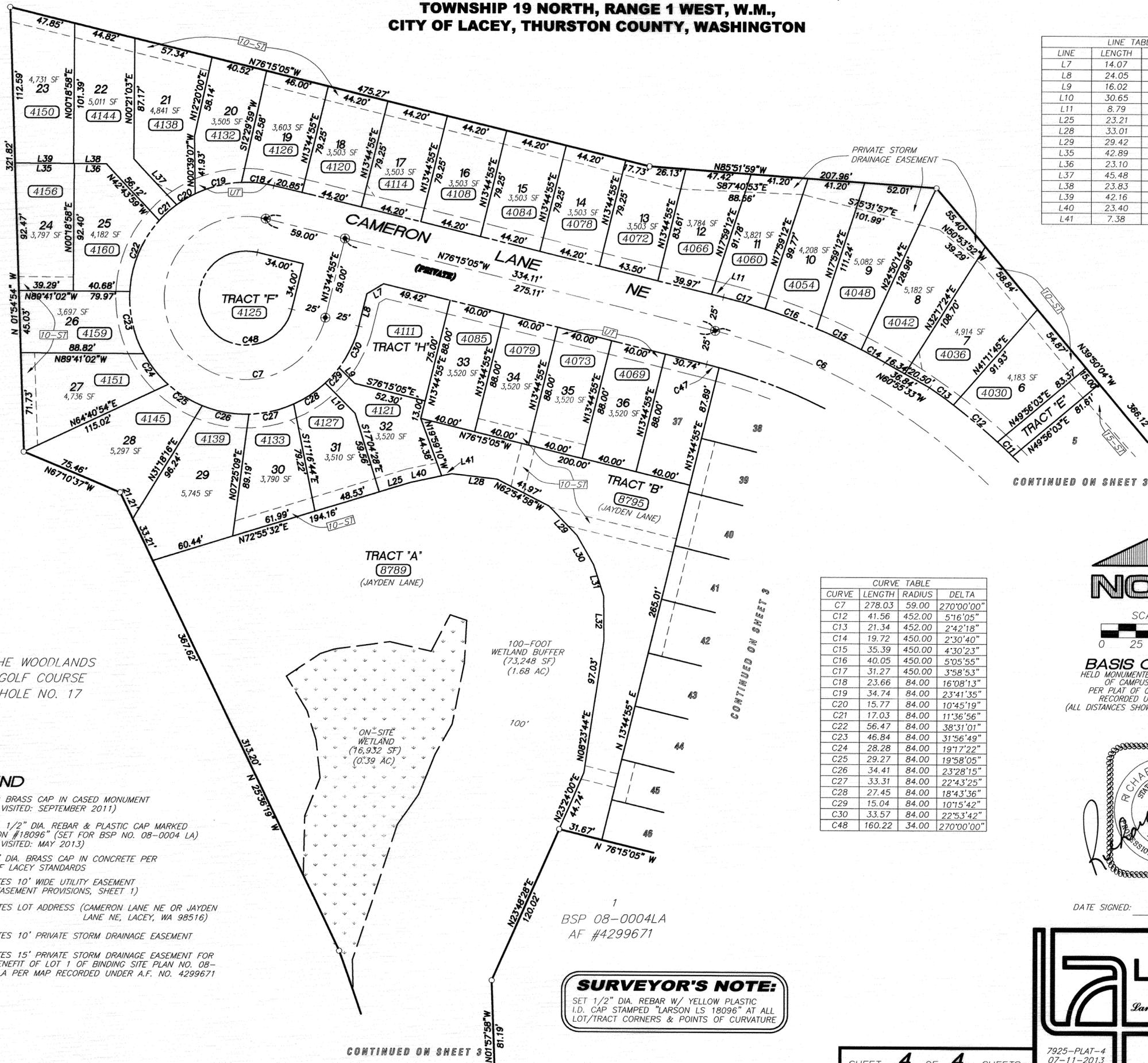
SURVEYOR'S NOTE:
SET 1/2" DIA. REBAR W/ YELLOW PLASTIC I.D. CAP STAMPED "LARSON LS 18096" AT ALL LOT/TRACT CORNERS & POINTS OF CURVATURE



DATE SIGNED: 7-15-13

LARSON
And Associates
Land Surveyors & Engineers, Inc.

**PLAT OF
CAMPUS RIDGE, A P.R.D.
A REPLAT OF LOT 2, LACEY BINDING SITE PLAN NO. 08-0004 LA
LOCATED IN PORTIONS OF THE NE1/4 OF THE SW1/4, THE SW1/4
OF THE NW1/4 AND THE SE1/4 OF THE NW1/4 OF SECTION 36,
TOWNSHIP 19 NORTH, RANGE 1 WEST, W.M.,
CITY OF LACEY, THURSTON COUNTY, WASHINGTON**



LINE TABLE		
LINE	LENGTH	BEARING
L7	14.07	S58°44'55"W
L8	24.05	N13°44'55"E
L9	16.02	N44°58'15"W
L10	30.65	N44°58'15"W
L11	8.79	N76°15'05"W
L25	23.21	N72°55'32"E
L28	33.01	N83°26'39"W
L29	29.42	N43°39'57"W
L35	42.89	N89°41'02"W
L36	23.10	N89°41'02"W
L37	45.48	N42°43'59"W
L38	23.83	N89°41'02"W
L39	42.16	N89°41'02"W
L40	23.40	N77°52'19"E
L41	7.38	N77°52'19"E

THE WOODLANDS
GOLF COURSE
HOLE NO. 11

CONTINUED ON SHEET 3

THE WOODLANDS
GOLF COURSE
HOLE NO. 17

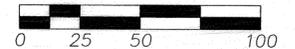
LEGEND

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- UT INDICATES 10' WIDE UTILITY EASEMENT (SEE EASEMENT PROVISIONS, SHEET 1)
- XXXX INDICATES LOT ADDRESS (CAMERON LANE NE OR JAYDEN LANE NE, LACEY, WA 98516)
- 10-S1 INDICATES 10' PRIVATE STORM DRAINAGE EASEMENT
- 15-S1 INDICATES 15' PRIVATE STORM DRAINAGE EASEMENT FOR THE BENEFIT OF LOT 1 OF BINDING SITE PLAN NO. 08-0004 LA PER MAP RECORDED UNDER A.F. NO. 4299671

CURVE TABLE			
CURVE	LENGTH	RADIUS	DELTA
C7	278.03	59.00	270°00'00"
C12	41.56	452.00	5°16'05"
C13	21.34	452.00	2°42'18"
C14	19.72	450.00	2°30'40"
C15	35.39	450.00	4°30'23"
C16	40.05	450.00	5°05'55"
C17	31.27	450.00	3°58'53"
C18	23.66	84.00	16°08'13"
C19	34.74	84.00	23°41'35"
C20	15.77	84.00	10°45'19"
C21	17.03	84.00	11°36'56"
C22	56.47	84.00	38°31'01"
C23	46.84	84.00	31°56'49"
C24	28.28	84.00	19°17'22"
C25	29.27	84.00	19°58'05"
C26	34.41	84.00	23°28'15"
C27	33.31	84.00	22°43'25"
C28	27.45	84.00	18°43'36"
C29	15.04	84.00	10°15'42"
C30	33.57	84.00	22°53'42"
C48	160.22	34.00	270°00'00"



SCALE: 1"=50'



BASIS OF BEARINGS
HELD MONUMENTED CENTERLINE (N55°25'38"E)
OF CAMPUS HIGHLANDS DRIVE NE,
PER PLAT OF CAMPUS HIGHLANDS, DIV. 1,
RECORDED UNDER A.F. NO. 3814130
(ALL DISTANCES SHOWN HEREON ARE GROUND SCALE)



DATE SIGNED: 7-15-13

SURVEYOR'S NOTE:
SET 1/2" DIA. REBAR W/ YELLOW PLASTIC I.D. CAP STAMPED "LARSON LS 18096" AT ALL LOT/TRACT CORNERS & POINTS OF CURVATURE

City of Lacey *Official Proclamation*

Whereas, suicide is now the 3rd leading cause of death in Washington State, and the 3rd leading cause of death among people from the ages of 15-24 in Washington State; and

Whereas, in 2012, 44 people committed suicide in Thurston County; and

Whereas, in the United States, one person commits suicide every 14 minutes; and

Whereas, The City of Lacey is committed to protecting all members of the community; and

Whereas, citizens of Lacey join together to increase public awareness that suicide is a preventable health problem; and

Whereas, county-wide suicide prevention efforts should be developed and encouraged to the maximum extent possible; and

Whereas, strategies need to be developed and implemented to reduce the stigma associated with being a consumer of mental health, substance abuse, and suicide prevention services; and

Whereas, 50% of people who die of suicide use a firearm, and guns stored in the house are used for suicide 40 times more often than for self-protection; and

Whereas, a great many suicides are preventable.

Now, therefore, I, Virgil Clarkson, Mayor of the City of Lacey, do hereby proclaim September 8-14, 2013, as

Suicide Prevention and Awareness Week

in the City of Lacey, and encourage all citizens to learn the warning signs of suicide and to help support those in the community whose lives have been touched by suicide.


Mayor Virgil S. Clarkson
September 12, 2013



LACEY CITY COUNCIL MEETING
September 12, 2013

SUBJECT: 2013 Revenue Bonds Reimbursement Resolution

RECOMMENDATION: Adopt resolution declaring intent to reimburse certain capital projects costs with revenue bond proceeds.

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

ORIGINATED BY: Troy Woo

ATTACHMENTS: 1. Resolution No. 998
 2. Schedule of Events

**BUDGET IMPACT/
 SOURCE OF FUNDS:**

**PRIOR COMMITTEE
 REVIEW:** Finance and Economic Development Committee on August 26,
 2013

BACKGROUND:

Debt financing is needed to fund the City’s utility capital improvement programs (CIP). The combined Water and Sewer (including Stormwater) bond issue par amount is an estimated \$9,000,000. This amount includes proceeds to fund the required revenue bond reserve, which is typically equal to the average annual debt service. It is anticipated the bonds will have a 20-year repayment schedule and provide funding for 2013 and 2014 Water and Stormwater CIP projects. Staff and bond counsel have identified the following CIP projects as qualified tax-exempt bond expenses.

2013 Waterline Replacement - Skyline/Irene Area	\$ 700,000
20th Avenue Waterline Replacement	450,000
Reclaimed Water Construction - Infiltration Facility	2,620,000
ATEC Water TF Backwash	1,825,000
2014 Waterline Replacement - Skokomish Waterline Replacement	1,000,000
Chambers Lake Stormwater Facility	1,414,000

The water system projects were identified within the adopted Water Comprehensive Plan and 5-Year Water Rate Study. The plan and study also identified the issuance of revenue bonds in 2013, 2015, and 2017, so this revenue bond issue is advancing according to schedule.

The draft Stormwater Comprehensive Plan financial chapter does not identify debt financing need until 2017. However, a recent \$1.0 million grant award changed the Stormwater CIP priority. The \$1.0 million Chambers Lake Stormwater Facility grant award requires a project completion date prior to the end of June 2015. This Stormwater capital project was originally programmed for construction in 2017 and 2018, but is being rescheduled to take advantage of the grant opportunity. Due to the wetland nature of the area, construction must occur during the summer of 2014. The change in schedule causes an earlier debt requirement. As a result of this opportunity, the Stormwater Comprehensive Plan financial chapter and rate recommendation will be reviewed and updated by the City's consultants.

The 2013 Waterline Replacement, 20th Avenue Waterline Replacement, and Reclaimed Water Infiltration Facility projects are all under contract and construction is underway or soon will be under construction. Bond proceeds are typically expended after received. The bond issuance schedule of events anticipates a November 19 bond closing and funding, so the majority of these expenditures will be incurred prior to the receipt of bond proceeds. To remain eligible tax-exempt bond expenditures the governing body must declare that it expects to reimburse the expenditures with bond proceeds prior to making the expenditure. The expenditures can occur 60-days prior to the adoption of the resolution, so the identified expenditures are eligible although some have already been incurred.

The reimbursement method is necessary because the City was awarded \$6.3 million of low interest Public Work Trust Fund (PWTF) loans, but the loans were subject to funding in the State's Budget. The State Budget was adopted late during a second special legislative session and without PWTF loan funding. The late budget adoption did not allow the City to issue bonds in advance of the 2013 summer construction season.

Staff recommends the adoption of Resolution No. 998 declaring the intent to reimburse the City for certain utility capital projects with revenue bond proceeds.

At its August 26, 2013, meeting, the Finance and Economic Development Committee reviewed the proposed resolution and recommended full City Council adoption of the proposed resolution.

ADVANTAGES:

1. Declaring 2013 capital project expenditures maximizes the City's flexibility and helps avoid arbitrage rebate.
2. The reimbursement resolution allows the City to re-establish its cash position after notification that PWTF Loan funding was not an option.

DISADVANTAGES:

1. None identified. The reimbursement resolution does not obligate the City to issue bonds, but in the event that it does the identified expenditures are eligible for reimbursement with bond proceeds.

RESOLUTION NO. 998

CITY OF LACEY

A RESOLUTION OF THE CITY OF LACEY, DECLARING THE CITY'S INTENT TO ISSUE WATER AND SEWER REVENUE BONDS TO REIMBURSE THE CITY FOR PRIOR EXPENDITURES.

WHEREAS, the Internal Revenue Code of 1986 requires that a municipality declare its intent to issue tax-exempt bonds to reimburse the municipality for prior expenditures before the expenditures are incurred;

NOW, THEREFORE, the City of Lacey does hereby resolve as follows:

The City reasonably expects to reimburse the following expenditures with the proceeds of Water and Sewer Revenue Bonds to be issued by the City: 2013 Waterline Replacement (Skyridge, Irene, and Fir Park Areas), 20th Avenue SE Waterline Replacement, and Reclaimed Water Infiltration Facility Construction (Woodland Creek Community Park). The City expects to issue approximately \$9,000,000 principal amount of Water and Sewer Revenue Bonds for the projects. The expenditures to be reimbursed from the tax-exempt bond proceeds will be made from the Water Capital Fund and Stormwater Capital Fund.

The adoption of this resolution shall not obligate the City to issue any debt, all of which shall require separate and additional official approval by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 12th day of September, 2013.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

CERTIFICATE

I, the undersigned, Clerk of the City of Lacey, Washington (the "City"), and keeper of the records of the City Council (the "Council"), DO HEREBY CERTIFY:

1. That the attached Resolution No. 998 is a true and correct copy of a resolution of the City Council, as finally adopted at a regular meeting of the Council held on the 12th day of September, 2013, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Council voted in the proper manner for the passage of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been fully fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2013.

City Clerk

(SEAL)



City of Lacey, Washington
\$9,000,000 (Preliminary) Water and Sewer Revenue Bonds, 2013
Schedule of Events
(As of August 21, 2013)

CITY: City of Lacey, Washington
DAD: Underwriter (D.A. Davidson)
BC: Bond Counsel (Foster Pepper PLLC)

Calendar grid for September with days of the week and dates from 1 to 28.

Calendar grid for October with days of the week and dates from 1 to 31.

Calendar grid for November with days of the week and dates from 1 to 30.

Main event schedule table with columns: Date, Event, and Participants. Includes events from Aug 26 to Nov 19.

Note - Council meets the 2nd and 4th Thursday @ 7 pm



LACEY CITY COUNCIL MEETING September 12, 2013

SUBJECT: ULID 22 (Tanglewilde East Sewer)

RECOMMENDATION: Review and adopt a Resolution declaring the intention to improve a certain area of land and establishing a hearing date for formation of ULID 22, formed for the purpose of installing sewer line and allowing for the connection of residences within the area of Tanglewilde East and Skokomish Way.

STAFF CONTACT: Scott Spence, City Manager *SS*
Scott Egger, Director of Public Works *SE*
Dave Schneider, Asst. City Attorney *DS*
Peter Brooks, Water Resource Manager *PCB*
Tom Palmateer, Management Analyst *TP*

ORIGINATED BY: City Manager, Public Works and Legal Departments

ATTACHMENTS: 1. Proposed Resolution with Exhibits

**BUDGET IMPACT/
SOURCE OF FUNDS:** The estimated cost of the project, if all parcels connect to the new sewer line, is \$3,776,410. This will be repaid through the use of the ULID process and assessment liens against each of the properties within the proposed district. However, internal funds will be utilized to pay the cost of the project and be later reimbursed by virtue of the assessment liens. The ULID lien payments will be repaid to the City over a period of time together with an interest rate established by the City Council as part of the Utility Local Improvement District process.

**PRIOR COUNCIL/
COMMISSION/
COMMITTEE REVIEW:** The Council's Utility Committee addressed this subject at its August 2, 2013, meeting and recommended proceeding with the implementation of the ULID.

BACKGROUND:

Representatives from the Tanglewilde East Sewer Association approached the City regarding the feasibility of extending City sewer service encompassed by the district. Based on those discussions, association petitions and letters from the City were sent out asking property owners if they support the formation of the ULID.

Property owners representing 75% of the Equivalent Residential Units (ERU) from the Tanglewilde East Division 3B expressed support for the formation of the ULID. Property owners representing 63% of the ERU's from the Skokomish Way portion of the district expressed support for the formation of the ULID. Combining the total responses from both areas, 68% support the project.

The attached Resolution declares the intention of the City Council to form a ULID and sets a date for a public hearing. Prior to the hearing date, official notice of the hearing will be provided to each of the property owners. The notice will include a preliminary estimate of the assessment to be made to each of those properties. In that manner, each of the property owners will have the information they need to speak for or against the formation at the hearing. After the improvement is made, an additional public hearing will be held to consider the final assessment roll, which will be based upon the actual costs of the project and the administrative charges.

ADVANTAGES:

1. If support for formation of the ULID continues as it has been shown thus far, it will be an opportunity to serve the needs of certain Lacey Urban Growth Area residents.
2. The project will decrease the number of septic systems in the area and improve the overall water quality in the area.

DISADVANTAGES:

1. The City will need to pay the costs of construction and administration; however, both of these categories of funds will, over time, be repaid with interest by the owners of properties within the district.

RESOLUTION_____

CITY OF LACEY

A RESOLUTION OF THE COUNCIL OF THE CITY OF LACEY, WASHINGTON, DECLARING THE INTENTION OF THE CITY COUNCIL TO IMPROVE A CERTAIN AREA OF LAND BY THE CONSTRUCTION AND INSTALLATION OF SEWER LINE AND ALLOWING FOR THE CONNECTION OF RESIDENCES BY DOING ALL WORK NECESSARY IN CONNECTION THEREWITH, AND FIXING A TIME, DATE AND PLACE FOR A HEARING ON THIS RESOLUTION OF INTENTION (ULID 22 – TANGLEWILDE EAST SEWER)

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. It is the intention of the City Council of the City of Lacey, Washington, to order the improvement of that certain area as described and designated on Exhibit "A" attached hereto and incorporated by reference, by the construction and installation of sewer line as set forth in Exhibit "B" attached hereto and incorporated by reference herein.

Such public improvements shall be installed in a manner as will be more fully described in plans therefore prepared and kept on file by the City. Said plans for the improvements shall be subject to such changes as to details not effecting the service to be provided as shall be authorized by the City either prior to or during the actual course of construction.

The City shall acquire by purchase, franchise or condemnation, any property or interest therein and all rights-of-way, franchises, permits and easements which may be found necessary for the construction and installation of said improvements.

It is the intention of the City Council to form a utility local improvement district within the area bounded as set forth in said Exhibit "A."

Section 2. It is the intention of the City Council that the assessments shall be made against the property within the above-described boundaries in accordance with the special

benefits which accrue to said properties by virtue of the planned improvements.

Section 3. The City Manager, through the City staff, is hereby directed to submit to the Council at or prior to the date fixed for the hearing on this Resolution a statement of the estimated cost and expense of such improvements, the portion of such costs to be borne by the property within the proposed improvement district, the local improvement district assessments outstanding and unpaid against the property therein and the aggregate actual valuation of the improvements in the proposed district according to the valuation last place upon it for the purposes of general taxation, together with a diagram or print showing thereon the lots, tracts, parcels of land and other property which will be specifically benefited by said improvements, and the estimated amount of the cost and expense thereof to be borne by each lot, tract or parcel of land or other property within the proposed improvement district. The actual assessments may vary from assessment estimates so long as they do not exceed a figure equal to the increased true and fair value the improvement adds to the property.

Section 4. All persons who may desire to object to the formation of such utility local improvement district are hereby notified to appear and present such objections at a meeting of the City Council to be held at Lacey City hall, 420 College Street, S.E. Lacey, Washington, at 7:00 p.m. on October 10, 2013, which time and place are hereby fixed for hearing matters relating to said proposed improvements and all objections thereto, and for determining the method of paying for said improvements.

The City Manager, through the City staff, is hereby directed to prepare and give notice of such hearing in the manner required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY WASHINGTON,
this ____ day of _____, 2013.

CITY COUNCIL:

By: _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

TANGLEWILDE EAST SEWER

Single Family :	38 units	38 ERU
Duplex :	44 units	44 ERU
Quadplex :	8 units	5.6 ERU
Apartments:	<u>108 units</u>	<u>75.6 ERU</u>
TOTAL:	198 units	163.2 ERU

Single Family:	51 units	51 ERU
Duplex:	<u>8 units</u>	<u>8 ERU</u>
TOTAL:	59 units	59 ERU

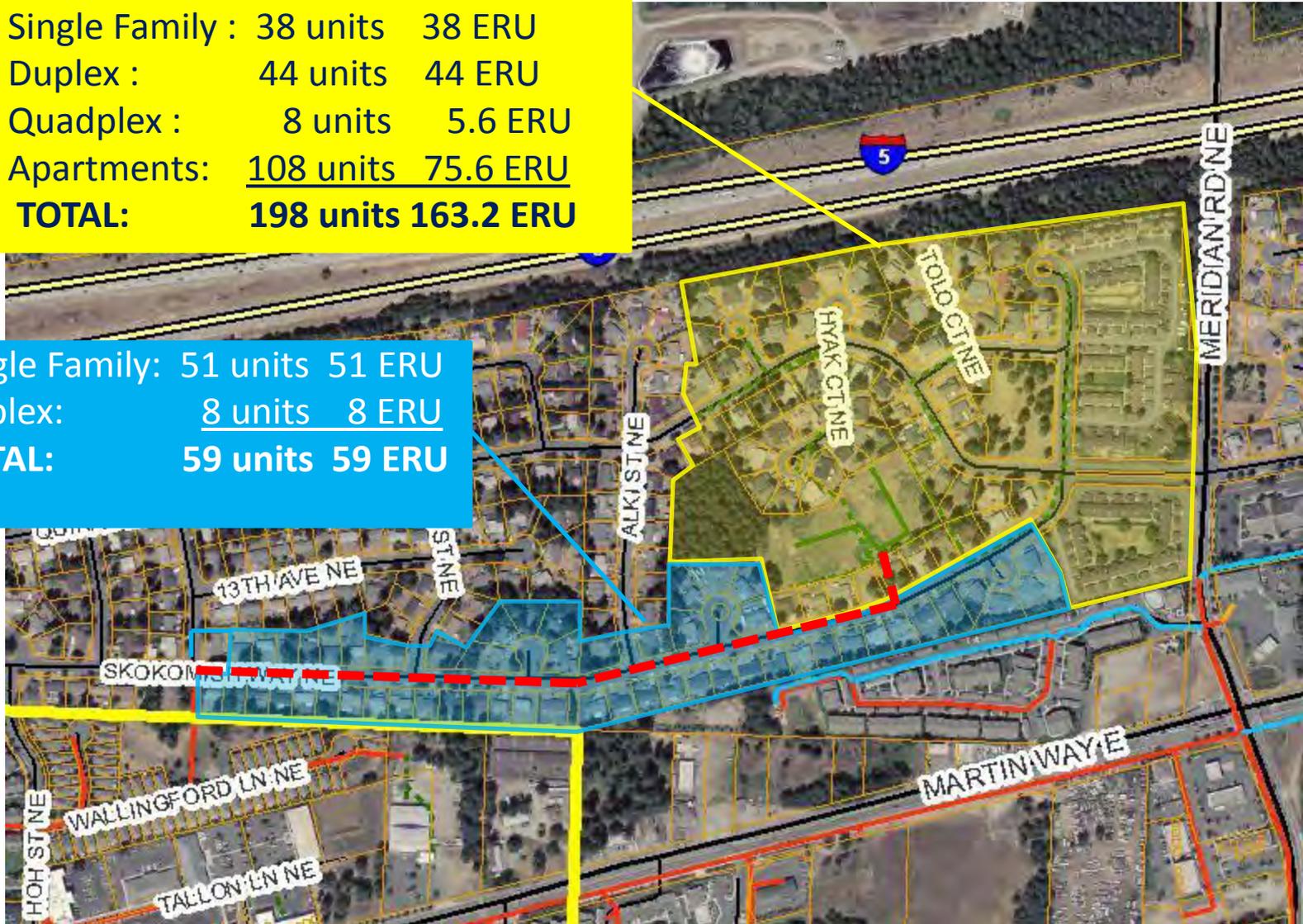


Exhibit A

DESCRIPTION OF IMPROVEMENTS

Improvements to be installed and carried out within proposed ULID 22 consist of installing a 12” gravity sewer main along Skokomish Way from approximately Tillicum Court to Manito Drive, decommissioning the existing community on-site septic tank in accordance with state standards, and installing laterals for the properties lying within the boundaries of the proposed ULID.



LACEY CITY COUNCIL MEETING September 12, 2013

SUBJECT: 2013 Comprehensive Emergency Management Plan (CEMP) Update

RECOMMENDATION: Approve Resolution adopting the 2013 Comprehensive Emergency Management Plan and authorize the Mayor to sign the Letter of Promulgation.

STAFF CONTACT: Scott Spence, City Manager *SS*
Scott Egger, Public Works Director *SE*
Liz Gotelli, Public Affairs and Human Resources Director *LG*

ORIGINATED BY: City Manager's Office, Public Works Department, and Public Affairs and Human Resources Department

ATTACHMENTS:

1. Resolution
2. 2013 Comprehensive Emergency Management Plan
3. Letter of Promulgation

BUDGET IMPACT/ The update of the Comprehensive Emergency Management Plan was budgeted as part of the City's 2013 work program.

**PRIOR COUNCIL/
COMMISSION/
COMMITTEE REVIEW:** Council Worksession August 1, 2013

BACKGROUND:

All independent local emergency management organizations in the state of Washington are required to develop a Comprehensive Emergency Management Plan (CEMP). The CEMP addresses the four phases of emergency management, which are mitigation, preparedness, response, and recovery.

Lacey last updated its CEMP in 2004; the 2013 update must be submitted to the Washington State Emergency Management Division no later than December 31, 2013. Once submitted, it will be reviewed within 45 days, with 20 days provided to correct any non-conformance issues.

Primary revisions include changing the name of the Emergency Operations Center (EOC) to the Emergency Coordination Center (ECC); providing additional specificity regarding roles and responsibilities of the three ECC divisions: the policy team, the ECC management team, and the city's emergency services committee; and ensuring greater alignment with the national incident command structure.

Council reviewed and discussed the Comprehensive Emergency Management Plan at a Worksession on August 1, 2013.

ADVANTAGES:

1. Provides guidance for the City to respond to and manage emergency situations.
2. Aligns the City's emergency response structure with the National Response Framework (NRF) and the National Incident Management System (NIMS).

DISADVANTAGES:

1. None known.

RESOLUTION _____

CITY OF LACEY

A RESOLUTION ADOPTING THE 2013 CITY OF LACEY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN.

WHEREAS, the City staff in conjunction with other emergency agencies has promulgated a 2013 update to the City's Comprehensive Emergency Management Plan, which updated plan will be beneficial to the City of Lacey and its citizens,

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY,
WASHINGTON, as follows:

1. The Comprehensive Emergency Management Plan attached hereto is hereby adopted as the 2013 City of Lacey Comprehensive Emergency Management Plan.
2. The mayor is authorized to sign a letter of promulgation in the form attached hereto formerly promulgating the Emergency Management Plan for the use of the City and its citizens.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,
this ____ day of _____, 2013.

CITY COUNCIL

By _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

CITY OF LACEY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



2013 UPDATE

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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**City of Lacey
Comprehensive Emergency Management Plan**

Letter of Promulgation

The Lacey City Council is pleased to officially promulgate the 2013 City of Lacey Comprehensive Emergency Management Plan (CEMP). The City of Lacey has prepared this emergency management plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

This Comprehensive Emergency Management Plan attempts to be all-inclusive in combing the four phases of Emergency Management; *Mitigation*: activities that eliminate or reduce the probability of disaster; *Preparedness*: activities that governments, organizations, and individuals develop to save lives and minimize damage; *Response*: activities that prevent loss of lives and property and provide emergency assistance; and *Recovery*: short and long term activities that return all systems to normal or improved standards.

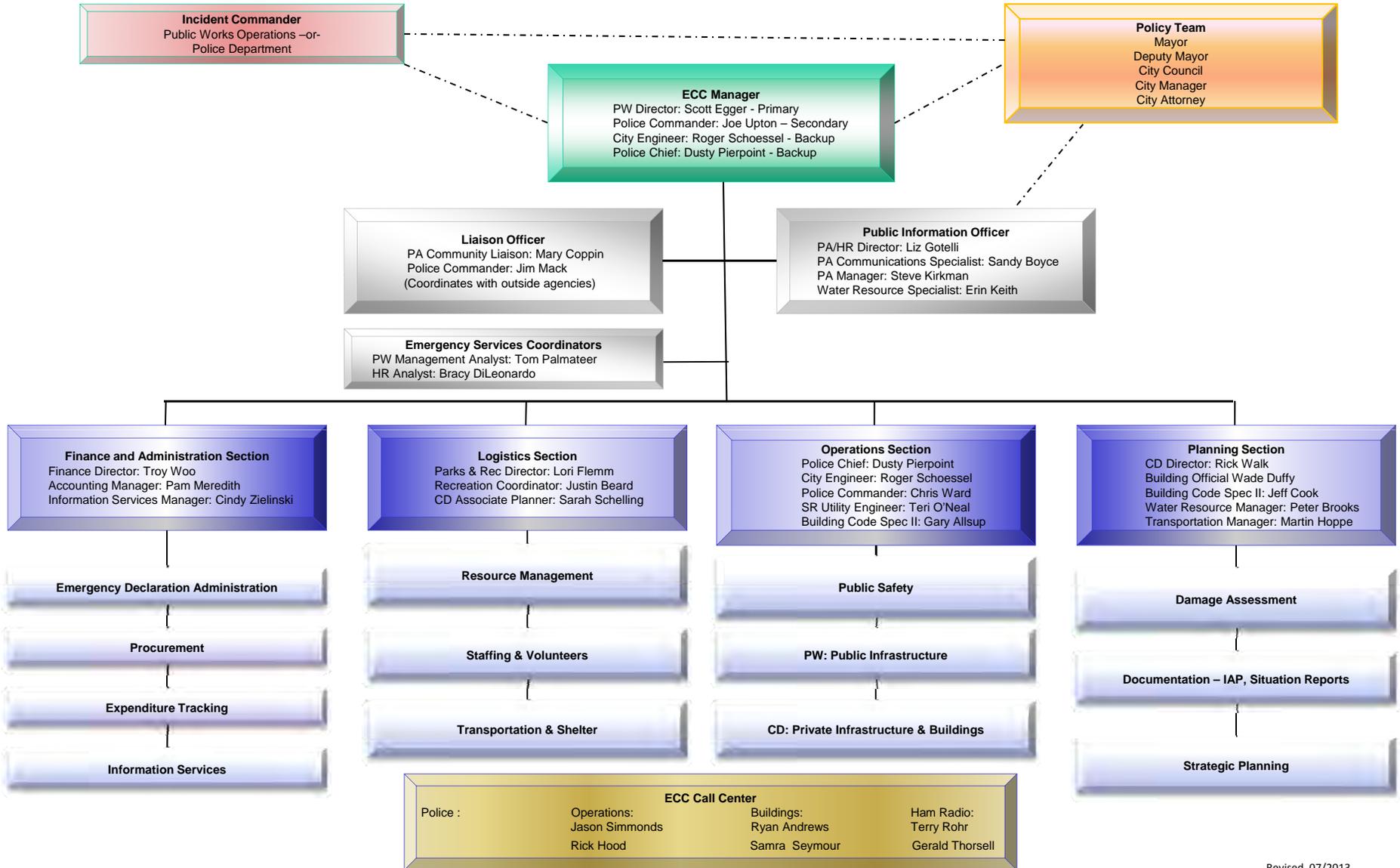
City of Lacey elected officials and employees and other public and private organizations are responsible for the primary response and recovery goals of emergency management in any hazard that impacts the City and other local jurisdictions during an emergency or disaster and to maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster.

Adopted by the City Council and approved by the Mayor this _____ day of _____, 2013.

Virgil Clarkson, Mayor
City of Lacey

CITY OF LACEY

Emergency Coordination Center (ECC)



CITY OF LACEY EMERGENCY MANAGEMENT STRUCTURE

Day-to-day organizational structure

Legislative

Mayor/City Council

Executive

City Manager

Directors

City Attorney

Emergency Management Coordinators (emergency planning, coordination)

HR Mgmt. Analyst

PW Mgmt. Analyst

Emergency Services Committee will be made up of members from the following departments:

Community Development

Finance

Human Resources

Information Services

Parks & Recreation

Police

Public Affairs

Public Works

Lacey Fire District #3

Position	Routine Operations (Day-to-Day)	EOC Activation (Emergency Operations)
Mayor/City Council	Legislative Body	Policy Group
City Manager	Executive	Policy Group
City Attorney	Legal Counsel	Policy Group
PA/HR Director	Executive	Public Information Officer
PA Management Analyst	Emergency Services Committee	Public Information Officer
Police Commander	Emergency Svcs Coordinator	ECC Manager
HR Management Analyst	Emergency Svcs Coordinator	Liaison Officer
Finance Director	Executive	Finance/Admin Section Chief
Accounting Manager	Emergency Services Committee	Backup Fin/Admin Section Chief
Information Services Mgr	Emergency Services Committee	Backup Fin/Admin Section Chief
Parks & Recreation Director	Executive	Logistics Section Chief
PW Management Analyst	Emergency Services Committee	Emergency Management Coordinators
Recreation Coordinator	Emergency Services Committee	Backup Logistics Section Chief
Police Chief	Executive	Operations Section Chief/Backup ECC Manager
Public Works Director	Executive	ECC Manager
PW Operations Manager	Emergency Services Committee	Incident Command
PW Water Resources Manager		Backup Planning Section Chief

Engineer Technician III	Emergency Services Committee	Ham Operator
Community Development Dir	Executive	Planning Section Chief
Building Official	Emergency Services Committee	Backup Planning Section Chief

EXECUTIVE SUMMARY OF THE CITY OF LACEY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

I. MISSION

When an emergency/disaster is imminent or has occurred, the City will respond according to disaster planning to preserve life and property, to mitigate the effects of a disaster, and recover from it. City officials will implement emergency statutes and ordinances, and will mobilize and commit their emergency resources as required by the needs of the citizens and as prescribed in the Comprehensive Emergency Management Plan (CEMP).

The general responsibilities and goals of the City are outlined in the Basic Plan, Appendices, Annexes, and Emergency Support Functions (ESFs) found in the CEMP.

II. THREE PHASES OF EMERGENCY PLANNING OPERATIONS

A. Preparedness and Mitigation

To minimize the effects of an emergency/disaster and to facilitate recovery efforts, the City of Lacey has:

1. Produced a Hazards Identification and Vulnerability Analysis.
2. Developed a Comprehensive Emergency Management Plan.
3. Engaged in land use planning.
4. Instituted training for the effective use of all available resources; and, continued to pass ordinances, such as the Floodplain Management and Automatic Sprinkler Systems Ordinances, to reduce the impact of an emergency/disaster.
6. Adopted the Natural Hazards Mitigation Plan for the Thurston Region, which identifies eleven mitigation initiatives specific to the City of Lacey.

B. Response

When advised that an emergency/disaster is imminent or has occurred, each department of the City of Lacey will respond according to this plan and the departments' emergency procedures. The Emergency Coordination Center (ECC) will be activated as the central coordinating point for emergency services and resources will be allocated as needed.

C. Recovery

After the threat to life and property has passed, recovery operations will be coordinated through the ECC in cooperation with the Thurston County ECC and the Washington State EOC, to provide services in order to restore the normal functions of the community.

III. General Concept of City Emergency Response

Incident Command System

The City's response will be based on the Incident Command System (ICS), the model tool for *command, control, and coordination* of a response by providing the means to coordinate the efforts of individual departments and agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

The ICS organization is built around five major components: (1) Command, (2) Planning, (3) Operations, (4) Logistics, and (5) Finance/Administration

Functional Classifications

There are five functional classifications for the use of City employees during response and recovery to an incident requiring implementation of this Plan. Those functions are: (1) Planning - information gathering and dissemination, (2) Operations - performing the actual response and recovery efforts, (3) Logistics - providing supplies and support for the responders and ECC staff, (4) Finance/Administration - accounting for costs and preparing documentation for possible reimbursement, and (5) the General Labor Pool.

All employees of the City will be assigned to one of the above functional classifications depending on their personal skills and abilities. The City response will depend on those persons each responding for duty where they can best serve, rather than by their typical departmental assignment. For example: staff with abilities to assist Information Services may be assigned that task, regardless of what department they are from; or those with specialized construction knowledge may be assigned to perform building/structural evaluations and posting of buildings. Employees with data collection skills may be assigned to the Planning Section to perform the information collection function.

All employees will be assigned to a specific task, or to the General Labor Pool. It is declared by policy that all employees are a part of the General Labor Pool by default, to be used as the incident's response and recovery dictates.

HAZARD IDENTIFICATION AND VULNERABILITY ANALYSIS

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I. INTRODUCTION

RCW 38.52 Emergency Management, in authorizing the formation of a local organization for the purpose of Emergency Management that provides for a local Comprehensive Emergency Management Plan consistent with that of the State of Washington. The purpose of this Hazard Identification and Vulnerability Analysis (HIVA) is to summarize evidence in regard to natural and technological hazards upon which the City of Lacey Comprehensive Emergency Management Plan (CEMP) may be coordinated. In addition this process serves as a foundation for county planning for preparedness, mitigation, response, and recovery activities.

The purpose of this HIVA is to provide information on potential large-scale hazards which exist within or could impact the operations of the City of Lacey. It is intended to serve as a basis for the City of Lacey's emergency management program. The City of Lacey is subject to many disasters, both technological and natural because of its geographic and technical nature. Disasters such as floods, windstorms, earthquakes, volcanic eruption, and hazardous materials accidents are a threat to any community. This document seeks to assess the vulnerability of the City of Lacey to such disasters. An HIVA is a tool to raise the level of understanding of the citizens of the community and the officials who govern the community. A better understanding of disaster potential can help target resources, training, planning, and mitigation efforts. It enables policy makers to set priorities according to the local public need for protection.

The hazards discussed herein are not the only ones that threaten the City of Lacey. Conditions may change, or new information may become available which could necessitate changes to this HIVA, and subsequently, the Emergency Plan. The information discussed in this Plan is the foundation of effective mitigation, preparedness, response, and recovery activities.

The data contained in this paper is not original, and is extracted from a variety of sources (see Bibliography). It is not presented as a detailed study but rather a general overview.

II. GEOGRAPHICAL CHARACTERISTICS

The City of Lacey is located at the southern portion of Puget Sound, within Thurston County, Washington. The City experiences heavy rainfall annually. Snowfall occurs periodically in winter months. Weather fronts from the Pacific Ocean bring heavy storms. There are two major highways, which run through the City limits. Lacey is located in a zone of moderate-to-heavy seismic activity.

The City's schools offer opportunities for all levels of education. The North Thurston Public Schools include 13 elementary schools, 4 middle schools, 4 high schools, and St. Martins College, which is a private college.

As federal, State and local government grows, the number of government employees increase. Federal, state, and local government provide approximately 43 percent of the employment in Thurston County and provide a stable economic base for the City.

III. DEMOGRAPHICS

The City of Lacey supports an approximate population of 44,350 people, a population ranking of 25 within the State of Washington; a land area per square miles of 17.092; an approximate population of 1,864.01 people per square mile, ranking 85 in the State of Washington. The City borders the City Of Olympia, which is the Capital for the State of Washington. Interstate 5 passes through the City from north to south. The City is located approximately 61 miles south of Seattle, Washington. The City does not have its own fire services Lacey Fire District #3 and Thurston County Medic One provides fire and emergency medical services to the City of Lacey.

IV. NATURAL HAZARDS

The natural hazards faced by the City of Lacey with a reasonable degree of probability include:

- A. Drought
- B. Earthquake
- C. Flood
- D. Severe Local Storms
- E. Wildland/Grass Fire

Other natural hazards recognized by the City of Lacey Emergency Management Agency include landslide and volcanic eruption. As the history and prospect of these is relatively low, they are recognized, however not discussed within the HIVA.

A. DROUGHT

Definition

Drought is a condition of climatic dryness that is severe enough to reduce soil moisture and water and snow levels below the minimum necessary for sustaining plant, animal, and economic systems.

History

Table Three Drought Occurrences	
Date	Occurrence
July-August 1902	No measurable rainfall in Western Washington.
August 1919	Drought and hot weather occurred in Western Washington.
July-August 1921	Drought in all agricultural sections.
June-August 1922	The statewide precipitation averaged .10 inches.
July 1925	Drought occurred in Washington.
July 21-August 25, 1926	Little or no rainfall was reported.
June 1928-March 1929	Most stations averaged less than 20 percent of normal rainfall for August and September and less than 60 percent for nine months.
July-August 1930	Drought affected the entire state. Most weather stations averaged 10 percent or less of normal precipitation.
April 1934-March 1937	The longest drought in the region's history – the driest periods were April-August 1934, September-December 1935, and July-January 1936-1937.
May-September 1938	Driest growing season in Western Washington.
1952	Every month was below normal precipitation except June. The hardest hit areas were Puget Sound and the central Cascades.
January-May 1964	Drought covered the southwestern part of the state. Precipitation was less than 40 percent of normal.
Spring, 1966	The entire state was dry.
June-August 1967	Drought occurred in Washington.
January-August 1973	Dry in the Cascades.
October 1976-September 1977	Worst drought in Pacific Northwest history. Below normal precipitation in Olympia, Seattle, and Yakima. Crop yields were below normal and ski resorts closed for much of the 1976-77 seasons.
August 1986	No measurable rainfall until the 28 th /42 day rainless streak, longest in 35 years.
January 2001	Pollution levels higher than normal due to leak of rain creating a health risk for people with respiratory disorders.

Hazard Identification and Vulnerability Assessment

Nearly all areas within this jurisdiction are vulnerable to drought. Extended periods without rain can create conditions where pollution levels are higher than normal and

the air quality is decreased, causing a health risk for people with respiratory disorders.

In every drought, agriculture is adversely impacted, especially in non-irrigated areas such as dry land farms and rangelands. Droughts impact individuals (farm owners, tenants, and industries), the agricultural industry, and other agriculture-related sectors, to include impacting supplies of drinking water. Lack of snow pack has forced ski resorts into bankruptcy. There is increased danger of forest and wildland fires. Loss of forests and trees increases erosion causing serious damage to aquatic life, irrigation, and power development by heavy silting of streams, reservoirs, and rivers. Three energy curtailments, during drought periods prior to 1977, caused temporary unemployment.

Problems of domestic and municipal water supplies are historically corrected by building another reservoir, a larger pipeline, a new well, or some other facility. Short-term measures, such as using large capacity water tankers to supply domestic potable water, have also been used. Low stream flows have created high temperatures, oxygen depletion, disease, and lack of spawning areas for our fish resources.

Conclusion

As a result of droughts, agriculture uses new techniques. Federal and state governments play an active role in developing new water projects and soil conservation programs. RCW 43.83B.400-430 and Chapter 173-166 WAC pertain to drought relief.

Better forest fire protection techniques decrease total acreage burned. Progress is made in dealing with the impact of droughts through proper management of water resources. Drought information collection assists in the formulation of programs for future water-short years.

Drought forecasting information and mitigation strategies used in the City of Lacey include:

- Irrigation prior to forecasted drought
- Advance warning of changes in stream flows
- Measurement of snow pack conditions
- Studies of areas subject to wind erosion
- Loans for purchase of seed for spring planting and fuel for farm equipment
- Limit irrigation and sprinkling
- Study of ground water supplies

- Shut down of logging operators
- Water conservation measures
- Reduce hydroelectric power use
- Voluntary energy conservation programs
- Purchase of out-of-region energy
- Cloud-seeding
- Apply for federal drought relief programs
- State drought legislation
- Consider emergency supplemental ground water permits

B. EARTHQUAKE

Definition

An earthquake is the shaking of the ground resulting from a movement of rock along a fracture in the earth's crust, called a fault.

The surface of the earth is in a constant state of change. Large plates make up the earth's outer surface. These plates are constantly moving, very slowly, over the surface of the globe. As the plates move, stresses are built up and periodically release energy in areas where the plates come into contact with each other. This release of energy sometimes manifests itself in the form of an earthquake.

Washington is situated at a convergent continental margin, the collision boundary between two tectonic plates. The Cascadia Subduction Zone (CSZ) (see Figure 1) is the boundary between North American Plate and the Juan de Fuca plate, which lies offshore of the northernmost portion of California and extends north to the southern most portion of British Columbia. The two plates are converging at a rate of about 3-4 centimeters annually, and seismic strain accumulates as a result. Earthquakes are caused by the abrupt release of this slowly accumulated strain. The type of earthquakes that could result includes:

Shallow crustal earthquakes which occur within 30 kilometers of the surface.

Intraplate earthquakes occurring within the subducting Juan de Fuca plate at depths of 25 - 100 kilometers. Recurrence intervals for intraplate earthquakes are estimated to be 35 to 110 years, depending on the magnitude.

Evidence for great magnitude subduction zone earthquakes (at the interface of the North American and Juan de Fuca plates) has been discovered and the recurrence rate is estimated to be 550 years. Subsidence (the sinking or lowering of land elevations as a result of the release of accumulated seismic energy and buckling of the earth's crust) has been documented within the City Of Lacey. Evidence points to this being the result of a great Holocene CSZ earthquake. This discovery has changed much of the outlook on the potential for earthquake within the state and the City in particular.

History

Washington State as a whole has a history of frequent earthquakes. More than 1000 earthquakes of various strengths occur in the state annually. In addition, geologic evidence indicates that large prehistoric earthquakes have occurred and affected the Pacific Northwest region.

Over the last century the City Of Lacey has experienced few earthquakes and historical records do not indicate any resulting damage.

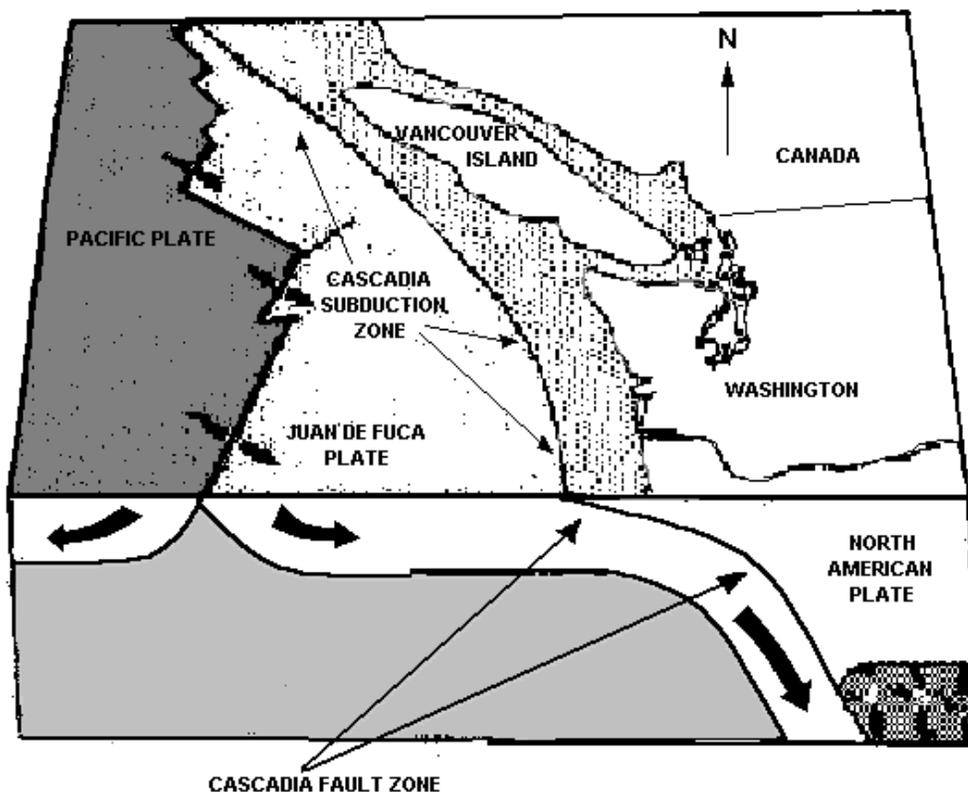
Vulnerability

The recent discovery of CSZ earthquake evidence leads to the conclusion that the City Of Lacey is highly susceptible to earthquake related damage as well as secondary effects including liquefaction, tsunami, landslides, subsidence, ground failures, and seiches; recognizing that the City of Lacey is susceptible to earthquakes.

Conclusion

As most of the City Of Lacey buildings are constructed using a multitude of building products, the effects of the shaking, as the result of an earthquake will depend on the structure, however, damage resulting from after-shocks to older constructed buildings will be significant. Mitigation activities such as response planning, evacuation planning, and public education need to be developed and maintained, in addition to zoning and building codes.

Figure 1: CASCADIA SUBDUCTION ZONE



C. FLOODS

Definition

Floods are among the most common hazards in the City Of Lacey. Most areas of the city that flood with frequency are in close proximity to rivers, marsh-lands, and involve low-lying agricultural property. High winds can have a direct effect on the extent of flooding and damage to property can occur in extreme cases.

One basic type of flooding occurs in the City of Lacey: River building floods - River floods are caused by heavy, prolonged rain, melting snow, or a combination of both. The short length and steep grade of Thurston County Rivers makes flood events relatively brief in duration.

History

The City Of Lacey has experienced twelve (12) major floods since 1933 and it is likely there will continue to be a high occurrence of flooding events. Thurston County participates in the National Flood Insurance Program, which coupled with the implementation of a drain and fill ordinance, changes in building codes, land use regulations, and reforestation should help mitigate future damages.

Statistics

Table Five	
Floods	
Date	Occurrence
1933	
1960	
1964	Flooding and heavy rains, Federal Disaster #185
1969	
Feb 1972	Flooding and severe storms affected Thurston County Federal Disaster #328
1973	
1974	
Dec 1975	Heavy rain & high freezing levels caused major flooding, Federal Disaster #492
Dec 1977	Heavy rain, mild temperatures, & snow melt runoff, Federal Disaster #545
Nov 1990	Floods & severe storms occurring, Federal Disaster #883

Vulnerability

Flooding occurs occasionally in and around the City of Lacey. This is primarily caused by heavy rains that occur occasionally during the year. While smaller flood episodes do not create a disaster situation or exhaust daily operational resources, there are flood occurrences, that do stress the capabilities of the City to respond and can be

considered disasters. Examples include the influence of the Nisqually River on City wells when it overflows its banks and storm water ponds exceeding capacity.

Conclusion

In summary, floods will continue to be a natural hazard causing potential loss of life and damage to property and environment in the City of Lacey. The National Weather Service has an extensive river and weather monitoring system, which provides timely and adequate warning information to both the public and governmental agencies.

D. Severe Local Storm

Definition

This hazard involves atmospheric disturbances which result in high winds of over 100 miles per hour accompanied by heavy rainfall, snow, sleet, or hail, which have resulted in localized and large scale power outages as well as closed highways. In addition, although with comparably less frequency, there are storms resulting in heavy snowfall. Historical evidence suggests that severe local storms are most likely to happen in the fall or winter months and that damage to property and forests can be extensive.

History

The effects of this hazard vary with the strength of each particular storm. The occurrence of windstorms has been fairly frequent (15 severe wind storms since 1921), and the county's level of preparation is fairly high, mitigating some of the effects. In total, severe weather events occur as often as twice per decade.

Statistics

Table Six Severe Storms		
Date	Storm Type	Description
1921	Windstorm	
1933	Windstorm	
1949	Snow Storm	
1950	Snow Storm	
1958	Windstorm	
1960	Windstorm	
1961	Snow Storm	
1962	Windstorm	Columbus Day
1969	Snow Storm	
1970	Snow Storm	
1971	Windstorm	
1977	Windstorm	
1978	Windstorm	
1980	Snow Storm	
1990	Windstorm	
1991	Windstorm	
1992	Windstorm	
Jan 1993	Windstorm	Inauguration Day Storm, Federal Disaster #981
1993	Snow Storm	
Aug 1994	El Nino	Adverse weather, Federal Disaster #1037
Dec 1996	Windstorm	Winter winds & gale conditions, Federal Disaster #1159
Nov 1998	Windstorm	Winds of 80 miles per hour recorded.
Mar 1999	Windstorm	Winds of 40 miles per hour with gusts recorded at 129.

Table Six Severe Storms		
Date	Storm Type	Description
Dec 1999	Windstorm	Tropical weather system.

Vulnerability

All areas within the City Of Lacey are vulnerable to severe windstorms; however, the coastline is more susceptible to damage.

The main effects of a severe local storm are twofold. The first factor is immobility. Motorists may become stranded, and schools, businesses, and industry may close resulting in economic losses. The second effect is the loss of electrical power. Electrical systems are vulnerable to the blow-down of trees and limbs, leaving residents without power for extended periods of time.

Conclusion

In conclusion, most response activities will take place within the City Of Lacey. Improved communications and weather warning systems help to mitigate the effects of severe weather as well as media coverage. Local warning and notification systems and public education programs are adequate to allow the public to take the necessary precautions and take steps in regard to individual emergency preparedness.

E. WILDLAND FIRE

Definition

Wildland fires are the uncontrolled destruction of forests, brush, field crops and grasslands caused by nature or humans.

History

Conflagration (a fire encompassing several buildings or blocks of buildings) has never occurred in Lacey. However, there have been several large, single building fires in the area in recent years such as the Saint Martin's old gymnasium, and the propane gas company on Carpenter Road.

Because of the mitigation efforts already in force, none of these fires had a serious impact on the overall City. None rose to disaster proportions.

Vulnerability

The potential for a wildland or grass fire to interface with manmade structures increases each year as the number of homes built in the dune area expands.

Conclusion

Fire codes, fire regulations, and a capable fire department all contributed to the containment of fires in Lacey and conflagration has been prevented.

In conclusion, several processes are in place to reduce the actual number of fires in addition to the rapid spread of such a fire, which could result in the loss of life and property. Public education and enforcement programs are utilized extensively throughout the summer months. Planning and mitigation strategies undertaken by the local jurisdiction include multi-jurisdictional planning meetings, public education efforts, mutual aid agreements, and the adoption of local ordinances in regards to burning, fireworks, and camping. Statistics bear this out, as the number of fires is decreasing each year despite a population increase in the hazardous areas.

V. TECHNOLOGICAL HAZARDS

The technological (human-made) hazards, which may affect the City of Lacey to a significant scale and with a reasonable degree of probability, include:

- Hazardous Materials
- Terrorism/Weapons of Mass Destruction

Other technological hazards recognized by the City of Lacey Emergency Management Agency include fixed nuclear facility, nuclear detonation, urban fire, terrorism, energy emergency, and civil disturbances. As the history and prospect of these are relatively low, they are recognized, however not discussed within the HIVA.

A. HAZARDOUS MATERIALS

Definition

The production, use, storage, and transportation of hazardous substances and wastes, places the public, property, and environment at significant risk. The nature and extent of this risk is difficult to determine as the processes involved in hazardous materials and its management are dynamic. Hazardous materials are subject to a variety of regulations originating with state and federal agencies through an assortment of labor, environmental, and transportation laws, in addition to corporate awareness and planning. The volume and type of hazardous materials generated, transported, and otherwise managed in the City of Lacey are assessed through Tier Two reporting under SARA Title III.

History

Hazardous materials are a threat to the City of Lacey due to the railroad lines, the interstate highway, and the chemicals which are stored in commercial enterprises in the City.

A study conducted by the Washington Utilities and Transportation Commission (WUTC) recorded truck and rail shipments of hazardous materials in Washington from 1981 to 1984, and again in 1986. Among the survey points were the following:

TRUCK CHECKPOINTS WHICH AFFECT LACEY:

Weigh Station	Location	Destination
Sea-Tac-S	Federal Way, I-5	Southbound
Fort Lewis-N	Steilacoom, I-5	Northbound

RAIL CHECKPOINTS:

Checkpoint	Location	Railroad	Destination
Tacoma	Tacoma	Union Pac	North, South, East
Vancouver	Vancouver	BN	North, South, East

The following is a list of hazardous materials reported at the above checkpoints:

HAZARDOUS MATERIAL	COMMODITY CLASS
Gasoline	Flammable Liquid
Fuel Oil (Diesel)	Combustible Liquid
Petroleum Distillate	Combustible Liquid
Sodium Hydroxide	Corrosive
Kerosene (Jet Fuel)	Combustible Liquid
Sulfuric Acid	Corrosive
Liquid Oxygen	Flammable Gas
Ammonia, Anhydrous	Non-Flammable Gas
LPG - Propane	Flammable Gas
Hydrochloric Acid	Corrosive
Sodium Chlorate	Oxidizer
Nitric Acid	Corrosive
Phosphoric Acid	Corrosive

Vulnerability

During the period between 1981-1984, WUTC recorded a total of 25.36 million pounds of the hazardous materials listed above at the four checkpoints. Lacey is in the direction of the destinations of each of the four checkpoints listed.

Although there is no way of knowing what percentage of the materials passing through those points also passed through the City Of Lacey, there is a strong probability that a significant amount of the hazardous materials passing through those points also passed through the City either by rail or on Interstate-5.

The City is made further vulnerable by the location of the transportation routes within the City. The Burlington Northern Railroad line, the Union Pacific line, and Interstate-5 all run through the most congested areas of the City. Furthermore, major streets and highway interchanges intersect the railroad lines in several places.

Conclusion

Although the City Lacey is not a site of heavy industrial activity, the chemicals used in some businesses are a concern for hazardous materials responders. Older industrial areas of the City contain businesses such as auto repair and machine shops. Solvents and similar chemicals are typical in these businesses and could pose a threat during a disaster. Pesticide businesses use a wide variety of dangerous chemicals, which can threaten human life. Laboratories contain many hazardous substances, which can threaten a community.

B. TERRORISM

Definition

Terrorism is the use of force or violence against persons or property violating the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to create fear among the public; try to convince citizens that their government is powerless to prevent terrorism; and try to get publicity for their causes.

A terrorist attack can take several forms depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the terrorist's targets. Bombings are the most frequently used terrorist method in the United States. Other possibilities include attacks upon transportation facilities, utilities or other public services, or an incident involving chemical or biological agents. The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types: domestic terrorism or international terrorism.

- Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
- International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.

History

Of the 25 terrorist incidents reported by the Federal Bureau of Investigation (FBI) from January 1990 through December 1997, four occurred in Washington State. Two of these incidents were in Tacoma in July 1993. The American Front Skinheads detonated pipe bombs in Tacoma on July 20 and July 22. The Phineas Priesthood exploded a pipe bomb at the Valley Branch offices of *The Spokane-Review* newspaper on April 1, 1996, and robbed a branch of the US Bank in Spokane ten minutes later. The Phineas Priesthood repeated this mode of operation three months later when they placed a pipe bomb at a Planned Parenthood office in Spokane on July 12. They then robbed the same branch of the US Bank using an AK-47, a 12-gauge shotgun, a revolver, and a 25-pound propane tank bomb.

In addition to reported terrorist incidents, the FBI and Bellingham police prohibited a group of terrorists affiliated with the Washington State Militia from carrying out their plans in July 1996. The group planned to bomb various targets, including a radio tower, bridge, and a train tunnel, while the train was inside. More recently, the FBI and Seattle police and fire responded to a hoax, bioterrorism incident on September 19, 1999. The incident involved an Internet company that received a letter containing white powder and claiming the powder was anthrax.

More recently, the spectrum of international terrorism surfaced in Washington State in December 1999 when a 33-year-old Algerian man was arrested by U.S. Customs officials while entering the United States in Port Angeles, Washington, aboard a ferry from Victoria, British Columbia. The man was charged with smuggling explosive material into the United States. A former chief of counter-terrorism at the Central Intelligence Agency said the timing devices and nitroglycerine in his possession were the "signature devices" of groups affiliated with Afghan-based Osama bin Laden, an Islamic militant. Because it was highly unlikely the explosive materials could be smuggled onto the commercial aircraft the suspect was scheduled to depart on the next day and he was booked into a motel blocks from Seattle Center, law-enforcement officials investigated the possibility of a terrorist bombing during the Year 2000 New Year's Eve celebration at the Space Needle. New Year's Eve celebrations at the Space Needle traditionally draw tens of thousands of revelers.

Vulnerability

Recent terrorist acts include the 1988 bombing of Pan Am flight 103 over Lockerbie, Scotland (international terrorism), the 1993 bombing of the World Trade Center in New York City (international terrorism), the 1995 bombing of the federal office building in Oklahoma City (domestic terrorism), and at the 1996 bombing at the Atlanta Olympics (unknown terrorists). In 1995, a militia group committed a series of domestic terrorist acts and bank robberies in Spokane to both bring attention to their cause and to finance their militia activities.

In 1972, a power substation was bombed in Olympia disrupting power to a large segment of the community. As home to the state capital, it may only be a matter of time before some individual or group commits another terrorist act to gain attention to their cause or to protest government policy or actions.

Conclusion

The effects of terrorism can vary significantly from massive loss of life and property damage to nuisance service interruptions. Threatened services include electricity, water supply, public transportation, communications, and public safety. This includes the annihilation of entire buildings and city blocks, and a massive loss of human life, which New York City experience on 9/11.

The type of terrorist act would determine vulnerability. Vulnerability could include a large segment of the population or infrastructure with the destruction of a major power distribution line, a pipeline, or the contamination of a municipal well, or a relatively small segment with the telephoning of a bomb threat to a business or government agency.

C. CIVIL DISTURBANCE

Definition

Any incident that disrupts a community where intervention is required to maintain public safety is a civil disturbance. Examples are demonstrations, riots, strikes, public nuisances, and criminal activities.

History

Many jurisdictions in Washington State witnessed race riots in the 1960s, protests against the Vietnam War in the 1970s, abortion clinic demonstrations in the 1980s, and civil disturbances and allegations of police brutality in the 1990s.

In Seattle a small-scale riot occurred after the 1992 Rodney King verdict. On the night the jury rendered its decision, small groups of people roamed Seattle's downtown streets smashing windows, lighting dumpster fires, and overturning cars. The following day some Seattle residents went to Capital Hill where they set fires and attacked the West Precinct Police Headquarters.

On November 30, 1999, as a result of civil disturbance and violence during the World Trade Organization Ministerial Conference, the City Of Lacey provided assistance. The City of Seattle declared an emergency and the Governor signed a proclamation of emergency allowing commitment of state resources to support affected local jurisdictions.

Hazard Identification and Vulnerability Assessment

In the United States, protesters and anarchists tend to practice civil disturbance at large, scheduled peaceful gatherings such as union marches or world and global meetings. They believe all types of governments and global organizations are oppressive and undesirable and should be abolished. Their activities involve disruption of activities, resistance, and rejection of all forms of control and authority. Modern anarchists are well organized, using command centers, tactical communications, and the Internet for planning and operations. Control of anarchists requires police forces trained and experienced in the Incident Command System and riot control. Effects of anarchism include injury to participants and spectators and property damage.

The last decade has seen increased rioting and looting, in the United States following sporting events. Seattle, home of major sport teams, has the potential to have similar disturbances.

Generally, the cities of Seattle, Spokane, Tacoma, Vancouver, and Bellevue with populations of more than 100,000 are vulnerable to civil disturbances. Smaller college towns like Bellingham, Olympia, and Pullman also are subject to civil disturbances. Olympia, the center of state government, faces an increased potential

for civil disturbance. Communities with concentrations of ethnic groups and disparate economic status are susceptible to civil disorder. The presence of professional sports teams can be a catalyst for disruptive behavior. Historically, these elements are the most likely to fuel and sustain a disturbance.

Violent prison or jail uprisings are rare in Washington State, but are a hazard that communities with these facilities should identify and assess. The state has 13 institutions and 18 work release locations. These locations have a population capacity of nearly 15,000 but only a capacity to handle 10,659. Additionally, most counties and cities have permanent or temporary facilities for housing prisoners. Studies show that overcrowding is one of the major causes of uprisings. Overcrowding requires implementation of tighter internal controls, which are unpopular with the prison population. The Constitutional rights of prisoners are difficult to accommodate with inadequate facilities making it difficult to maintain essential services, personal safety, and preservation of property while maintaining incarceration.

Conclusion

The potential for civil disturbance exists in the state. There are major population centers with populations in excess of 100,000 and smaller communities with government offices and colleges. Cities with unions, capabilities of hosting world venues, and ethnic groups are likely areas for civil disturbance. Major sports teams are located in Seattle, the largest city in the state. Civil disturbances in Washington State are probable.

The Washington State Department of Corrections and local corrections offices usually handle prisoner unrest. In the event of emergency, communities may need to be on alert to protect its citizens.

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BASIC PLAN

INTRODUCTION

A. Mission

To preserve lives and property, the City of Lacey shall take appropriate actions to mitigate, prepare for, respond to, and recover from natural and technological disasters that can be reasonably anticipated within its jurisdiction.

B. Purpose

This document is the disaster plan required by law and is the basis of the City's Comprehensive Emergency Services Program. Other plans and procedures exist that give specific details on how to mitigate, prepare for, respond to, and recover from disasters. This Basic Plan is intended to provide general guidance for City employees in carrying out duties during an emergency/disaster by:

1. Establishing emergency management functions and the responsibilities of City staff.
2. Ensuring cooperation and coordination with other cities, Thurston County, fire districts, state and federal agencies, private businesses, and regional partners.
3. Providing for the continuity of government in the City during and after a disaster.
4. Providing for the effective assignment and utilization of all employees, equipment, and other resources made available by mutual aid agreements.

C. Scope

This Plan considers the emergencies and disasters likely to occur as those described in the City of Lacey Hazard Identification and Vulnerability Analysis (HIVA). It describes:

1. Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.
2. Underlying policies and procedures related to emergency management in the City of Lacey.

3. Use of government, private sector, and volunteer resources.

D. Emergency Services Program Organization

Lacey's Emergency Services Program is organized as follows:

1. The City of Lacey operates under a Council/Manager form of government. Members of the City Council make up the legislative branch, and the City Manager is the executive branch. The legislative and executive branches of the City are responsible for overall policy direction within the City.
2. The City Manager has assigned Emergency Services Coordinators to plan and implement the Emergency Services Program on a day-to-day basis. During an emergency the City Manager will serve on the Policy Team and the Emergency Coordination Center will be managed by assigned staff.
3. The City of Lacey does not have a department directly responsible for emergency management. The program is organized and implemented by staff from various departments who have been given the responsibility to carry out emergency management functions. These staff members rely on relationships with the Thurston County Department of Emergency Management (DEM) and other members of the Emergency Management Council of Thurston County to carry out their mission and purpose.
4. The Emergency Services Coordinators oversee the Emergency Services Committee. It is a working group of City employees who meet on a monthly basis to mitigate, plan, and prepare for disasters or other emergencies within the City.
5. The City Manager delegates operational decisions to the City Emergency Coordination Center (ECC) Management Team. It is comprised of Department Directors and other key staff. These individuals make up the leadership of the ECC during activation and serve as Functional Section Chiefs under the Incident Command Structure.
6. The Mayor chairs the Policy Team, which is comprised of the Mayor and City Council, City Manager, and City Attorney. Their role is to make general policy decisions based on recommendations from the ECC Management Team.
7. The Emergency Services Coordinators serve as liaisons between the Emergency Services Committee and the ECC Management Team. The

ECC Manager and/or Public Information Officer serves as a liaison between the ECC Management Team and the Policy Team.

E. Plan Adoption, Review, and Maintenance

1. The Lacey Mayor and City Council have the responsibility and authority for adopting this Plan. Once adopted, the Emergency Services Coordinators shall submit the Plan to the Washington State Emergency Management Division (EMD).
2. The City Emergency Services Coordinators are responsible for overseeing the review and implementation of this Plan, under the direction of the City Manager. They shall coordinate a formal Plan review at least every two years.
3. The Emergency Services Coordinators are responsible for incorporating changes into the Plan. These changes may be identified during emergency response and recovery operations, disaster exercises, and/or prompted by changes in legislation, technology, or government organization.
4. City Departments are responsible for participating in the development and maintenance of plan components relevant to their respective emergency management functions. They are listed in Section V, Responsibilities.
5. The Emergency Services Coordinators are responsible for ensuring that other jurisdictions, emergency services agencies, and volunteer organizations identified in this Plan provide accurate and current information for Plan revisions and updates.
6. This Plan supersedes and rescinds all previous editions.
7. If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the Plan.

F. Plan Implementation

1. The Emergency Services Coordinators shall assist City Departments with identifying elements of this Plan that support their plans, policies and procedures, and integrating them where appropriate.
2. The Emergency Services Coordinators shall work with other jurisdictions, emergency services agencies, and volunteer organizations to help them integrate the concepts and activities presented in this plan

into their emergency response and recovery plans, policies and procedures.

3. The Emergency Services Coordinators shall provide training to City Officials, Department Directors, and staff about implementing this Plan.
4. The Emergency Services Coordinators shall provide training to other jurisdictions, emergency services agencies, and volunteer organizations on this Plan to ensure well-coordinated, disaster-response and recovery operations.

G. Plan Organization

1. This Plan is organized as follows:
 - a. Basic Plan
 - i. Identifies the Plan's purpose, scope, authority, and oversight.
 - ii. Describes the City's Emergency Management Program.
 - iii. Establishes emergency management functions and responsibilities.
 - b. Appendices and Emergency Support Functions (ESFs)
 - i. Provide detailed information for conducting emergency management functions.
 - c. Hazard Specific Annexes
 - i. Provide detailed information for mitigating, preparing for, responding to, and recovering from specific hazards.

H. Plan Distribution and Availability

1. The Emergency Services Coordinators are responsible for ensuring proper distribution of this Plan and any revisions. They shall provide copies to:
 - a. Members of the City ECC Management Team
 - b. Members of the City Emergency Services Team
 - c. Each City Department responsible for an emergency management function, as listed in Section V, Responsibilities
 - d. Thurston County DEM
 - e. Thurston County Department of Communications (TCOMM)

2. Upon request, the Emergency Services Coordinators shall provide electronic copies of this Plan to cooperating jurisdictions, agencies, and organizations identified in the Plan.
3. The Emergency Services Coordinators shall ensure that a copy of this Plan is available at:
 - a. The City's primary ECC
 - b. The City's common drive

I. POLICIES

A. Authorities

This plan is developed, and maintained under the following statutes and regulations:

1. Local
 - a. Lacey Municipal Code 6.01
2. State
 - a. RCW 38.52 Emergency Management
 - b. RCW 35.33.081 Emergency Expenditures
 - c. RCW 35.33.101 Emergency Warrants
 - d. WAC Title 118, Division of Emergency Management
3. Federal
 - a. Federal Civil Defense Act of 1950
 - b. Public Law 96-342 Improved Civil Defense Public Law 93-288 Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - c. United States Code (USC): Title 42, Chapter 68, Disaster Relief
 - d. Code of Federal Regulations (CFR): Title 44, Emergency Management and Assistance

B. Assignment of Responsibilities

1. The assignment of responsibilities for emergency/disaster response and recovery efforts are described in detail in Chapter IV, Concept of Operations; Chapter V, Responsibilities; and the Appendices, Annexes, and ESFs of this plan.

2. Members of the ECC Management Team maintain Department emergency procedures within their functional areas to guide City employees during an event. They train and exercise employees on the procedures to provide them with a clear understanding of their responsibilities.

C. Limitations

1. The City of Lacey recognizes that it cannot do everything for everyone at the same time, or all that may be requested. The City will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, City resources and systems may be overwhelmed. The responsibilities and principles outlined in this Plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

II. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. The City of Lacey, due to its location and geological features, is vulnerable to the damaging effects of natural hazards. These include, but are not limited to earthquakes, floods, windstorms, snowstorms, volcanic eruptions, landslides, and fires (see City of Lacey Hazard Identification and Vulnerability Analysis).
2. The City is also vulnerable to a variety of man-made hazards including, but not limited to: hazardous material incidents, explosions, power outages, fires, transportation accidents, and civil disturbances.

B. Planning Assumptions

1. The City of Lacey is responsible for responding to emergencies inside its boundaries. If City resources are unable to control the incident, the City will request local mutual aid and volunteer resources. If these resources are insufficient or become exhausted, the City will request County, State, and/or Federal assistance.
2. Some emergencies or disasters occur with enough warning that appropriate notification can be issued to ensure some level of preparation. Other situations occur with no advanced warning.
3. The City assumes that citizens, businesses, government agencies, and industries will provide their own resources for at least the first three days of an emergency or disaster. (See 3Days 3Ways website)

4. The City complies with the intent of Chapter 38.52 RCW and Title 118 WAC by:
 - a. Maintaining procedures for continuity of government.
 - b. Maintaining an emergency management organization and facility.
 - c. Preparing plans and procedures and maintaining a Comprehensive Emergency Services Program.
 - d. Communicating with the Thurston County ECC and State EOC on the status of activities during or following any emergency or disaster.
 - e. Issuing local emergency proclamations and requests for State assistance when appropriate.
 - f. Preserving essential records.
5. Federal assistance will be available for disaster response and recovery operations under the provisions of the Federal Response Plan and Public Law 93-288.

III. CONCEPT OF OPERATIONS

A. General

1. The City of Lacey operates under a Comprehensive Emergency Services Program. Under this program, emergency management functions are organized into four phases: mitigation, preparedness, response, and recovery.
2. During emergencies and disasters, the City uses the Incident Command System (ICS) of management. It provides a structure for the command, control, and coordination of response and recovery operations.

B. Emergency Management Concepts

The emergency response capability of the City is adequate for common daily operations. However, its resources can quickly be overwhelmed during disaster response and recovery operations. Therefore, when a disaster is imminent or has occurred, the operational guidelines listed below will be followed:

1. Determine the scope of the situation; mobilize and commit initial emergency response resources as required by the nature of the emergency.

2. Establish Incident Command and commence coordination of local resources. Take action to protect lives, property, and the environment.
3. Activate the appropriate segments of the City ECC Plan.
4. Activate and staff the City ECC at the appropriate level as described in Section C below, as well as in the City ECC Plan.
5. Temporarily assign employees who are not required for essential duties in their regular departments to emergency functions.
6. Establish liaison with the Thurston County DEM and adjacent jurisdictions, if appropriate.
7. Request local mutual aid resources, if needed.
8. Issue a proclamation of emergency, if necessary, to activate emergency powers. Suspend non-essential activities and divert local resources to augment disaster response and recovery activities.
9. If disaster conditions appear likely to exceed the City's capabilities, request support from the County, State, and/or Federal government. Initial requests for assistance shall be made through the Thurston County DEM. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.
10. The Washington State EMD will evaluate the City's resource commitment, and State resources may be authorized, if available.
11. In the event that the capabilities of State government are exceeded, federal disaster assistance may be requested by the Governor.
12. Establish local policies and control mechanisms to restore equilibrium, minimize economic dislocation, stabilize prices, preserve existing institutions and organizations, and re-establish community services.
13. Mobilize available local, state, and federal resources to restore the community to its pre-disaster state to the fullest extent possible.
14. Emergency expenditures shall be made in accordance with RCW 35.33.081 and RCW 35.33.101.
15. Emergency contracts shall be made in accordance with RCW 38.52.390.

16. The use of emergency service workers shall be in accordance with RCW 38.52.010(5), 38.52.110(2), and WAC 118-04.

C. Direction and Control

1. The Mayor and the City Council comprise the legislative body of the City. They are responsible for passing ordinances, including emergency ordinances, resolutions, and laws governing the City. **The Mayor declares a State of Emergency in the City when necessary.**
2. As during normal operations, the City Manager or his/her designee directs and controls the activities of the City during emergencies and disasters.
3. The Emergency Services Coordinators oversee the day-to-day emergency management activities for the City. During disasters, the Public Works Director, Police Commander, City Engineer or Police Chief will serve as the ECC Manager as detailed in the ECC Organizational Chart.
4. The City implements ICS to direct, control, and coordinate emergency response and recovery efforts conducted under this plan. The authority of the Incident Commander is limited to those powers specifically granted by statute or derived from this Plan. City departments as well as emergency response and support agencies/organizations agree to carry out their objectives in support of the City ICS structure.
5. The City's Emergency Services Program is composed of three divisions: the Policy Team; the ECC Management Team; and the Emergency Services Committee. The responsibilities, authorities, and composition of each are as follows:

- a. Policy Team

The Mayor chairs the Policy Team, which is comprised of the Mayor, City Council, City Manager, and City Attorney. Their role is to make general policy decisions based on recommendations from the ECC Management Team. The ECC Manager or Public Information Officer serves as a liaison between the Policy Team and the ECC Management Team.

The Policy Team shall perform the following duties:

- i. When requested by the Mayor, City Manager, or ECC Manager, each Council member shall report to the City Hall Council Workroom (or alternate designated site).

- ii. The Policy Team is responsible for passing emergency ordinances necessary to support City emergency operations, and to allow for continuity of all required governmental functions.
- iii. The Policy Team provides policy support to the ECC Management Team.

b. ECC Management Team

The City Manager delegates Operational decisions to the City ECC Management Team. It is comprised of Department Directors and key staff, who serve as Functional Section Chiefs in the City ECC. The Emergency Services Coordinators serve as liaisons between this Team and the Emergency Services Committee.

The ECC Management Team shall perform the following duties:

- i. Each member of the ECC Management Team shall report to the City ECC when requested by the City Manager or an Emergency Services Coordinator. Once the team has assembled and the ECC has been set up, the members of the Team shall assume their roles in the ICS structure according to the ECC Plan.
- ii. Each member of the ECC Management Team will develop Department emergency procedures within her/his functional area to guide City employees during an event. He/she shall train and exercise employees on the procedures to provide them with a clear understanding of their role.

c. Emergency Services Committee

The ECC Manager(s) oversee the Emergency Services Committee. It consists of various City staff who have been selected due to their background, training, and experience to assist in emergency planning activities. This Committee meets monthly and is the main planning and organizing body for emergency services within the City.

Several members of the Emergency Services Committee also serve as backup Functional Section Chiefs and support the ECC Management Team as necessary during ECC activation.

6. Levels of ECC Activation

- a. It is assumed that the City is always at a certain level of readiness during routine (everyday) operations. The Police Department and

Public Works Department respond to emergencies as part of their normal working operations. These events include minor flooding, spills, traffic accidents, fires, etc. In most cases, the situation can be efficiently and effectively handled without ECC activation. However, when the situation escalates or is severe enough, the City ECC may be activated.

b. The City ECC is activated and staffed at a level appropriate for the incident:

i. Level 1, Low Impact Event.

A Level 1 Event occurs when the resources of a single City Department are exceeded and assistance from other City Departments is needed. All Department Heads are briefed so staff can be informed and reassigned as necessary. If the situation escalates, the activation may be elevated to a Level 2 Event. Typically, a Level 1 Event does not require activation of the City ECC.

ii. Level 2, Medium Impact Event.

A Level 2 Event occurs when the level of coordination and assistance needed requires activation of the City ECC. Generally, during a Level 2 Event, City staff is reassigned and assistance from other jurisdictions is requested. In particularly complex situations, it may be necessary to declare a local emergency and/or elevate the activation to a Level 3 Event.

During a Level 2 Event, City staff should be prepared for recall and assignment to other than their normal job duties, as defined in this Plan and Department emergency procedures. Staff should also be prepared for possible 24-hour operation.

iii. Level 3, High Impact Event.

A Level 3 Event is any emergency requiring a high degree of coordination, generally involving State and Federal assistance. In most cases, a local emergency is declared. The City ECC is activated and fully staffed. City staff should be prepared for 24-hour operation.

D. Emergency Operations Facilities

1. The City ECC is in City Hall, located at 420 College St SE in Lacey, Washington. For small events the ECC will be located on the second floor adjacent to the Engineering and Water Resources area. During large events the ECC may be relocated in the Community Room.

2. During a Level 3 activation, the following facilities may be used:

Room/Area	Function
FI/PW Meeting Room	Finance section
CM Lg Conference Room	Media/Information Center
Council Chambers	Briefing Room/Public Meeting Area
Council Workroom	Policy Team Meeting Area
Site Plan Review Room	Briefing Room/Meeting Space
Community Room	ECC Expanded/ICS Sections

3. Outside agencies represented in the ECC include Lacey Fire District #3, North Thurston Public Schools, and Thurston County DEM. Thurston County DEM is the interface to County, State and Federal resources and assistance. The Emergency Management Council of Thurston County, which includes the Disaster Assistance Council and other private and non-profit organizations active in disaster, is also activated through the Thurston County DEM.
4. The Maintenance Service Center located at 1200 College St. SE, Lacey, Washington, has been designated as the City's alternate ECC. Although it has sufficient space, it is not equipped with the same communications capability as the primary ECC. Therefore, it has a limited capability of meeting all needs during an emergency. If ECC operations must be moved to the alternate ECC, a significant amount of time will be needed to transfer equipment and supplies before it will be fully operational.

E. Mitigation Activities

1. Disaster mitigation activities are those that reduce the probability of a disaster or its effects.
2. FEMA and Thurston County DEM have developed a training program that includes educating individuals, families, neighborhoods, civic organizations, businesses, and government organizations about hazard mitigation.
3. When possible and appropriate, City Departments incorporate disaster mitigation measures into their projects, such as those pertaining to growth management and regional transportation planning, flood control, zoning ordinance revision, and building code revision.

4. In 2009, the City participated in the countywide Natural Hazard Mitigation Planning process and is signatory to the final Plan. See page 31 of the Plan for Lacey's mitigation initiatives.

F. Preparedness Activities

1. The City strives to be prepared for disasters. To meet this goal, the City Emergency Services Committee perform the following duties:
 - a. Develop and maintain this Comprehensive Emergency Management Plan.
 - b. Develop and maintain an effective exercise program.
 - c. Negotiate mutual aid and inter-local agreements to support disaster operations, subject to City Council approval.
 - d. Identify and catalogue resources.
 - e. Develop disaster communications capabilities.
 - f. Train City Council members, Department Directors, and other employees to staff the ECC and follow the Incident Command protocols.
 - g. Develop and maintain an effective public information and media liaison program.
 - h. Ensures that lists of disaster-related resources are developed and maintained. Each response-oriented City Department maintains an updated inventory of their resources and assets.

G. Response Activities

1. Disaster response activities help reduce casualties, minimize damage, and speed recovery.
2. Upon notification of an actual or imminent emergency, the City Emergency Services Coordinators evaluate the situation and, if warranted, make a recommendation to the City Manager to activate the EOC. The City ECC may also be activated following a request from another jurisdiction per ESF-34, Inter-Government Coordination.
3. When activated, the ECC Management Team coordinates the City's response.
4. Response activities may include:
 - a. Assessing the situation.
 - b. Issuing appropriate warnings.

- c. Preparing an emergency proclamation.
 - d. Recommending evacuation.
 - e. Opening shelters.
 - f. Informing the public.
 - g. Keeping records.
 - h. Managing volunteers and resources.
 - i. Generating and distributing reports.
5. The City ECC Planning Section coordinates the collection of damage assessment information for both public losses and uninsured private losses. They report this information to the Thurston County DEM who forwards it to the Washington State EMD. The State EMD determines whether Lacey will be recommended for Federal Individual Assistance, Public Assistance or both.
 6. City officials and staff carry out their responsibilities as delineated herein and in accordance with Department emergency procedures.

H. Recovery Activities

1. Disaster recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state-of-affairs. The recovery period is also an opportune time to institute mitigation measures related to the recent disaster.
2. During the recovery phase, City staff work with personnel from other jurisdictions, federal and state agencies, and groups within the private sector to develop and implement recovery plans.
3. The Emergency Services Coordinators, Emergency Services Committee, and other assigned staff coordinate recovery activities.
4. The Emergency Services Coordinators oversee the disaster assistance process. They are the City's liaison with Thurston County DEM, Washington State EMD, and the Federal Emergency Management Agency (FEMA).
5. The Finance Department prepares cost-recovery documentation, in concert with affected departments, and serves as the City's agent for reimbursement of those costs. Other City Departments coordinate

recovery efforts with the City's long-term development and mitigation plans.

IV. RESPONSIBILITIES

The following tables list emergency management roles and responsibilities for City Departments and assisting agencies. They also reference related plans where more information about specific responsibilities can be found.

City Department	Emergency Management Role	Related Plan/ESF
Mayor & City Council (Legislative)	<ul style="list-style-type: none"> • Policy Team • Policy decisions • Emergency proclamations 	Appendix ESFs 7, 12, 20 & 21 ECC Plan
City Manager (Administration)	<ul style="list-style-type: none"> • Policy Team • Policy decisions • Emergency proclamations 	All Appendices All ESFs ECC Plan
City Attorney (Legal)	<ul style="list-style-type: none"> • Policy Team • Policy decisions • Emergency proclamations • Provides legal counsel 	Appendix ESF 21 ECC Plan
Director of Public Affairs and Human Resources (Public Affairs)	<ul style="list-style-type: none"> • Public Information Officer • Liaison • ECC Management Team • Media Relations • Joint Information Center • Volunteer registration & dispatching 	Appendix ESFs 1, 6, 7, 11, 12, 21, 23 & 24 ECC Plan
Emergency Services Coordinators	<ul style="list-style-type: none"> • Emergency Services Committee • Liaison to ECC Mgt Team • Liaison to other jurisdictions 	All Appendices All ESFs ECC Plan
Finance	<ul style="list-style-type: none"> • Finance Section • Emergency proclamation support • Fiscal procedures & project codes • Custody of state & federal funds 	Appendix ESF 5, 21, & 23 ECC Plan
City Clerk's Office	<ul style="list-style-type: none"> • Logistics Section 	ESF 7 ECC Plan
Police	<ul style="list-style-type: none"> • ECC Manager(s) • Operations Section • Law enforcement, Security • Evacuation, Traffic Control • Search and Rescue • Support to County Coroner 	Appendix ESFs 1, 2, 4, 6, 8, 9, 22 & 24 ECC Plan
Public Works	<ul style="list-style-type: none"> • ECC Manager(s) • Operations Section • Planning Section • Transportation resources • Roads, water and wastewater • Engineering and demolition • Damage assessment 	Appendix ESFs 1, 3, 4, 5, 6, 9, 11, 12, 21, 22 & 23 ECC Plan
Community Development	<ul style="list-style-type: none"> • Operations Section • Planning Section • Building inspections • Damage assessment 	Appendix ESFs 3, 5, 6, 21 & 23 ECC Plan
Parks & Recreation	<ul style="list-style-type: none"> • Logistics Section • Mass Transportation & Shelter • Resource coordination • Donated goods management 	Appendix ESFs 1, 6 & 7 ECC Plan

County Department/Agency	Emergency Management Role	Related Plan/ESF
County Department of Emergency Management	<ul style="list-style-type: none"> • County ECC • Interface to resources from adjacent jurisdictions and County, State & Federal Government • Emergency Management Council of Thurston County 	Appendix ESFs 1, 6, 7, 8, 11, 12, 22, 23 & 24 EOC Plan
Emergency Management Council of Thurston County	<ul style="list-style-type: none"> • Disaster Assistance Council • Religious and volunteer organizations 	ESF 6, 7, 8 & 11
County Fire Chiefs' Association	<ul style="list-style-type: none"> • Fire Services Coordinator • County-wide fire suppression services 	ESF 4
County Medic 1	<ul style="list-style-type: none"> • Emergency medical services • Emergency transportation 	Appendix ESF 8
County Coroner	<ul style="list-style-type: none"> • Fatality management • Mortuary service support 	Appendix ESF 8
County Department of Communications (TCOMM)	<ul style="list-style-type: none"> • 911 Communications • Emergency response dispatching 	Appendix ESF 4 & 6
County Assessor's Office	<ul style="list-style-type: none"> • Maps and file information • Damage assessment 	ESF 5, 21 & 23
County Department of Public Health and Social Services	<ul style="list-style-type: none"> • Health care/mental health services • Analysis of health impacts • Sanitary food, water, and shelters • Preservation of death records 	ESF 5, 6, 8, 11, 21 & 23
County Search and Rescue Council	<ul style="list-style-type: none"> • Search and Rescue activities and training 	ESF 9
County Extension Agency	<ul style="list-style-type: none"> • County response to agricultural issues 	ESF 11
County Food Banks	<ul style="list-style-type: none"> • Management of food stocks 	ESF 11
County Department of Public Works	<ul style="list-style-type: none"> • Utilities Coordinator • Utility resources 	ESF 12

Regional Organization/Agency	Emergency Management Role	Related Plan/ESF
Lacey Fire District #3	<ul style="list-style-type: none"> • Operations Section • Fire suppression and prevention • Emergency Medical Services • Search and Rescue 	Appendix ESFs 4, 6, 8, 9, 22 & 24 EOC Plan
North Thurston Public Schools	<ul style="list-style-type: none"> • Operations & Logistics • Bus transportation • Shelter Facilities 	Appendix ESFs 1, 6 & 24 EOC Plan
Intercity Transit	<ul style="list-style-type: none"> • Operations & Logistics • Bus transportation 	Appendix ESFs 1 & 24
American Red Cross	<ul style="list-style-type: none"> • Disaster Assistance Center • Sheltering and Mass Care • Evacuee registration • Emergency Assistance 	ESFs 6, 7, 11 & 24
Religious and Volunteer Organizations	<ul style="list-style-type: none"> • Spiritual needs • Emergency communications • Human services • Search and Rescue 	ESFs 6, 7, 9, 11 & 24
Employee Assistance Program	<ul style="list-style-type: none"> • Mental health services 	ESF 8
Puget Sound Inter-Zone Response Network	<ul style="list-style-type: none"> • Provides fire resources • Transportation resources 	ESF 4
Saint Peter and Capital Medical Centers	<ul style="list-style-type: none"> • Medical services and resources • Medical supplies and materials 	ESF 8
Local Ambulance Companies	<ul style="list-style-type: none"> • Emergency medical transport 	ESF 8
Local Funeral Directors	<ul style="list-style-type: none"> • Mortuary Services 	ESF 8
Trucking Companies	<ul style="list-style-type: none"> • Refrigerated Vans for temporary morgues 	ESF 8
Puget Sound Energy	<ul style="list-style-type: none"> • Electricity • Natural gas 	ESF 12 & 24
CenturyLink and Comcast	<ul style="list-style-type: none"> • Telecommunications 	ESF 12
LOTT Sewage Treatment Plant	<ul style="list-style-type: none"> • Sewage treatment 	ESF 12

State Department/Agency	Functional Section (Emergency Management Role)	Related Plan/ESF
State Emergency Management Division	<ul style="list-style-type: none"> • State Emergency Operations Center • Interface to State and Federal resources • Disaster declarations • Emergency funds 	Appendix ESFs 1, 4, 5, 6, 7, 8, 9, 11, 12, 20, 21, 22 & 24 EOC Plan
Washington State Patrol	<ul style="list-style-type: none"> • Supports local law enforcement operations • Leads hazardous materials response 	ESFs 1, 22 & 24
State Department of Transportation	<ul style="list-style-type: none"> • State highway engineering services and construction • Coordination of emergency highway traffic 	ESFs 1, 3 & 24
State Utilities and Transportation Commission	<ul style="list-style-type: none"> • Transportation resources • Liaison to energy and utility providers 	ESFs 1, 12 & 24
State Fire Marshall's Office	<ul style="list-style-type: none"> • Fire suppression planning • Fire services training and education 	ESF 4
State Department of Employment Security	<ul style="list-style-type: none"> • Recruitment of people with special skills 	ESFs 6 & 7
State Department of Health	<ul style="list-style-type: none"> • Regulation and inspection of food 	ESFs 8 & 11
State Funeral Directors' Association	<ul style="list-style-type: none"> • Mortuary services 	ESF 8
State Department of Agriculture	<ul style="list-style-type: none"> • Food contamination • Control of animal and plant diseases 	ESF 11
State Department of General Administration	<ul style="list-style-type: none"> • Food for mass feeding or distribution 	ESF 11
State Energy Office	<ul style="list-style-type: none"> • Dissemination of energy and utility information 	ESF 12
Washington National Guard	<ul style="list-style-type: none"> • Military assistance to civil authorities 	ESF 20

Federal Department/Agency	Functional Section (Emergency Management Role)	Related Plan/ESF
U.S. Department of Transportation	<ul style="list-style-type: none"> • Transportation resources 	ESFs 1 & 24
U.S. Department of Health and Human Services	<ul style="list-style-type: none"> • Health care • Communicable diseases • Sanitary food and water • Rodent, insect and pest control 	ESFs 8, 11 & 12
U.S. Department of Agriculture	<ul style="list-style-type: none"> • Integrity of food resources • Reserve food resources 	ESF 11
U.S. Army Corps of Engineers	<ul style="list-style-type: none"> • Usable water supplies 	ESFs 11 & 12
U.S. Department of Energy	<ul style="list-style-type: none"> • Emergency Electric Power Administration • State power needs 	ESF 12
U.S. Department of the Interior	<ul style="list-style-type: none"> • Emergency Petroleum and Gas Administration • Effective use of natural gas 	ESF 12
Federal Bureau of Investigations	<ul style="list-style-type: none"> • Victim identification services 	ESF 8
Fort Lewis Fire Department	<ul style="list-style-type: none"> • Fire services resources 	ESF 4
Fort Lewis Readiness Group	<ul style="list-style-type: none"> • Military assistance 	ESF 20
U.S. Military Commands	<ul style="list-style-type: none"> • Fatality management • Military assistance 	ESFs 8, 20 & 24
Federal Emergency Management Agency	<ul style="list-style-type: none"> • Federal resources • Presidential disaster declarations • Damage assessment • Disaster assistance 	Appendix ESFs 1, 4, 5,6, 7, 8, 21, 23 & 24 EOC Plan

DIRECTION, CONTROL, AND COORDINATION

I. PURPOSE

- A. To provide for the effective supervision, authority, and cooperative functioning of emergency management activities undertaken with this plan, and to ensure the continued operation of government during and after emergencies and disasters.
- B. To ensure the preservation of public and private records which are essential to the continued operations of government and the private sector.

II. OPERATIONAL CONCEPTS

- A. Notification. City officials will be notified of an emergency/disaster in the following manner:
 - 1. The Emergency Coordination Center (ECC) Manager shall contact the City Manager, the members of the Lacey EOC Management Team, and the members of the Emergency Services Committee.
 - 2. The City Manager will contact the Mayor who will in turn contact the other members of the City Council.
 - 3. If a member of the emergency management organization other than the ECC Manager receives word of an emergency/disaster first, he/she will contact the ECC Manager and the above notification system will be implemented.
 - 4. All other City employees will be notified by telephone tree, department specific call-back procedures, or announcement via the Emergency Alert System (EAS) which is broadcasted locally (Lacey, Olympia, Tumwater) on KGY radio AM 1240 or FM 96.5.
- B. Operational Concepts for Continuity of Government
 - 1. Each member of the Policy Team and the Emergency Coordination Center Management Team shall appoint successors to assure continuity of leadership and operations. The successors will be aware of their emergency responsibilities.

2. All departments shall ensure that essential records are identified, preserved, and adequately protected.

III. RESPONSIBILITIES

A. Continuity of local government

1. Continuity of local government is ensured by the Revised Code of Washington (reference RCW 42.14.050, .070, and .075). The City of Lacey will provide continuity of government in accordance with this law.
2. Preservation of records essential for the continuity of government is discussed in RCW 40.10.010 and the City of Lacey will preserve records in accordance with this law.
3. The City Council has the responsibility to elect from their numbers replacements for the Mayor and Deputy Mayor, or replace Council Members in the event of disability, death, resignation, or removal of these officials. (Lacey Municipal Code 6.01.)
4. The City Council may designate a replacement for the City Manager during the absence, disability, or suspension of the City Manager. (Lacey Municipal Code 6.01.)

IV. SUCCESSION

A. Definition

The process established to list the order or line of those entitled to succeed one another under emergency conditions.

B. Objective

To ensure that the civil political leadership will continue to function effectively under emergency conditions.

C. Preparedness and Planning Standard

Emergency interim successors have been designated who are authorized to exercise all the powers and discharge all the duties of the office whether executive, legislative, or judicial. When practical, there is a designation of at least three successors for each position. Provisions have been made to deal with vacancies and other contingencies such as absence or inability to act. Procedures have been enacted to divest the interim successor of his/her authority at the appropriate time.

The chart found at the end of this chapter identifies and designates the chain of successors to include the first, second, and third alternate by job title to ensure continuous leadership, authority, and responsibility for the City Manager, each department director, and any member of the Emergency Services Committee who has specific responsibilities and functions in emergencies.

V. PREDELEGATION OF EMERGENCY AUTHORITIES

A. Definition

The process established to allow specific emergency-related legal authorities to be exercised by the elected or appointed leadership or their designated successors.

B. Objective

To ensure that sufficient enabling measures are in effect to continue government operations under emergency conditions.

C. Preparedness and Planning Standard

Emergency authorities have been enacted that specify the essential duties to be performed by the leadership during the emergency period and that enable the leadership to act if other government entities are disrupted, and to re-delegate with appropriate limitations. Provisions have been made for activation and termination of successors' responsibilities and for establishing pre-delegations with the force of law.

1. Permitting local government personnel and property to be used outside of the jurisdiction;
2. Providing immunity for medical personnel from malpractice liability;
3. Shutting down nonessential government operations;
4. Making use of public and private property;
5. Issuing emergency orders, proclamations, and regulations that have the full force and effect of law;
6. Invoking rationing, price controls, anti-black-marketing, and anti-hoarding regulations;
7. Directing redistribution of food and other essential commodities from

hazard to reception areas in support of an evacuation; and

8. Identifying essential functions of government which must continue without interruption.

VI. EMERGENCY ACTION STEPS

A. Definition

Those actions that facilitate the ability of government personnel to respond quickly and efficiently to emergencies.

B. Objective

To ensure that procedures exist that list and specify the actions that senior officials in leadership positions of the executive, legislative, and judicial branches of government must be prepared to take in response to emergency conditions.

C. Preparedness and Planning Standards

Checklists or SOP's have been written that identify emergency assignments, responsibilities, and emergency duty locations. Procedures also exist for alerting, notifying, locating, and recalling these key members of the government. The SOP and notification procedures cited here should be integrated with and complement those already developed and in use by members of the executive departments tasks in the City's CEMP.

VII. SAFEGUARDING VITAL RECORDS

A. Definition

The measures that are taken by government to protect vital records that the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens during and after the emergency.

B. Objective

To ensure the selection, preservation, and availability of records essential to the effective functioning of government and to the protection or rights and interests of persons under emergency conditions.

C. Preparedness and Planning Standard

A records protection program has been established that provides for effective records protection standards, methods for updating the standards, and

procedures for retaining and disposing records.

D. Evaluation Criteria

1. Vital records are physically protected through one or more of the following: duplicate copies, dispersal, and safe/secure storage facilities. Also:
 - a. Lists have been prepared by each branch of government that detail the records deemed essential for continuing government functions during emergency conditions and their location(s).
 - b. A list has been prepared that details the records required to protect the rights and interests of individuals, such as vital statistics records, land and tax records, license registers, payroll and retirement records, etc.
 - c. Records required by such departments as health, fire, and public works to conduct emergency operations are immediately available. These records include utility system maps; locations of emergency supplies and equipment; emergency operation plans and procedures; lists of successions; and lists of regular and auxiliary personnel.
 - d. Records which are necessary for government functions and to protect the rights and interests of the public are available. Such records include: charters, statutes and ordinances, court records, official proceedings, and other legal records and financial records.
2. Reciprocal storage arrangements, where legally allowed, have been made between the State and the City as an additional safeguard measure.
3. Provisions have been made by executive, legislative, and judicial department heads to relocate and protect their vital records as identified.
4. Provisions have been made for the continued operations of automated data processing systems and records.

VIII. PROTECTION OF GOVERNMENT RESOURCES, FACILITIES, AND PERSONNEL

A. Definition

The measures that are taken to disperse resources, facilities, and personnel in a manner that will provide sufficient redundancy to ensure government can continue to function during emergency conditions.

B. Objective

To ensure the protection of personnel, facilities, and resources so governments may operate effectively to allocate needed resources and restore government functions during and after emergencies.

C. Preparedness and Planning Standard

Plans or SOP's are available that address deployment procedures to disperse resources or facilities, set standards for increasing protective capabilities of facilities, and inform and train personnel in protection measures.

IX. JUDICIAL

Municipal Court and Superior Court functions will be carried out in accordance with the provisions adopted by the Thurston County Judicial System.

X. LEGISLATIVE

NOTE: See RCW 42.14, Continuity of Government Act.

**CITY OF LACEY CONTINUITY OF GOVERNMENT
TABLE OF ALTERNATES**

TITLE	FIRST ALTERNATE	SECOND ALTERNATE	THIRD ALTERNATE
Mayor	Deputy Mayor	Mayoral Designate	Mayoral Designate
City Manager	Finance Director	Public Works Director	
Community Development Dir.	Building Official	Principal Planner	
ECC Manager (PW Director)	ECC Manager (2) (Police Commander)	City Engineer	Police Chief
Finance Director	Accounting Manager	Finance Customer Services Supervisor	
Fire Chief	Fire Marshal/Assistant Chief	Operations Assistant Chief	Command Officer
Human Resources and Public Affairs Director	HR Analyst	HR Analyst	HR Management Analyst
Parks Director	Recreation Supv. II (A)	Recreation Supv. II (B)	Recreation Supv. II (C)
Police Chief	Commander	Commander	Commander
Public Works Director	City Engineer	Water Resources Manager	Operations Manager
Building Official	Building Code Spec. II	Build. Code Spec. II	Code Enforcement Officer
Operations Manager	Water/Wastewater Maintenance Sup.	Transportation Maintenance Sup.	Parks Maintenance Supervisor

PUBLIC INFORMATION

I. PURPOSE

To provide for and maintain a program through all available communications media to disseminate emergency information and instructions to the public before, during, and after emergency situations.

II. OPERATIONAL CONCEPTS

- A. The Public Information Officer (PIO) is designated on the Emergency Coordination Center (ECC) Organization Chart. .
- B. All emergency/disaster information is to be approved by the City Manager, ECC Manager, PIO, or designee before it is released to the public.
- C. Emergency/disaster information shall be disseminated by existing media systems (television, radio, newspapers, website, social media, etc.) after it has been coordinated with appropriate sources in the ECC to ensure accuracy.
- D. Lacey City Hall Council Chambers or the City Manager's Meeting Room can be used for official media briefings and news conferences. The Lacey Timberland Library, 500 College St. SE, may be used as an alternate briefing room and work area for members of the news media if necessary.

III. RESPONSIBILITIES

A. State

The Governor's Press Secretary serves as the State's Emergency Public Information Officer (EPIO) and supervises the release of all state emergency/disaster information in coordination with the Washington State Division of Emergency Management PIO.

B. City of Lacey

- 1. The City PIO will establish methods for disseminating information to the public, controlling the spread of misinformation, and addressing issues of public concern.
- 2. The PIO shall establish liaisons with the local media and work with these organizations to plan a coordinated effort to release accurate

and timely information to the public.

3. The ECC Manager has the authority to activate the Emergency Alert System according to the Federal EAS Plan.

IV. CITY FUNCTIONS BY TIME PHASE

A. Preparedness and Mitigation

1. Emergency Management Coordinator

Coordinates with the City Manager and the Director of Public Affairs and Human Resources to write emergency PIO procedures. These procedures shall be kept updated in the Emergency Operations Center Plan.

2. Public Information Officer

- a. Builds media contacts and establishes a positive working relationship with local and regional media organizations.
- b. Becomes familiar with the Comprehensive Emergency Management Plan to facilitate PIO function within the emergency organizational structure.
- c. Develops news releases and public service announcements for anticipated emergency situations (e.g. medical self-help guidelines, warning systems information, and emergency preparedness information).
- d. Coordinates with the Emergency Alert System (EAS) staff to assure the local radio is prepared to broadcast emergency information to the public.
- e. Creates a checklist to be used in each time phase of an emergency/disaster which outlines PIO activity. This checklist shall be kept as part of the Emergency Operations Center Plan.
- f. The City's PIO will be trained in media relations, as well as the function, roles, and responsibilities of the Management Policy Team in the emergency management structure.

B. Response

1. ECC Staff
 - a. Gather, verify, and coordinate information from the field and supply PIO with pertinent and timely information.
 - b. Inform PIO of all decisions and policies implemented in the ECC.
 - c. In collaboration with the ECC Manager, reviews all press releases prior to public dissemination.
2. Public Information Officer
 - a. Prepares and distributes press releases and public information messages to the ECC for review, followed by release to the media.
 - b. Monitors media output to immediately correct misinformation and target information to address public concern.
 - c. Coordinates all information with ECC staff using nearby jurisdictions and the State EOC staff, wherever practical, before the release of information.
 - d. Monitors ECC status boards, either in person or through ECC staff, to record all incoming emergency/disaster information.
 - e. The City Manager and/or the ECC Manager will review the release of all information whenever practical.
3. Emergency Alert System Stations

The designated EAS stations will broadcast emergency information according to the Thurston-Mason EAS Plan. (See also ESF 2.)

C. Recovery

1. ECC Manager
 - a. Keeps the PIO current on all recovery matters.

2. Public Information Officer
 - a. Continue to supply news releases and public information messages regarding emergency/disaster status availability of recovery resources.

REFERENCES

This Plan was developed and is maintained in accordance with the statutory authorities granted in the following state and federal statutes and regulations, and existing plan documents:

I. GOVERNING REVISED CODES OF WASHINGTON (RCW) AND WASHINGTON ADMINISTRATIVE CODE (WAC):

Chapter 9.73 RCW, Rights of Privacy

Chapter 38.08 RCW, Powers and Duties of Governor

Chapter 38.12 RCW, Militia Officers and Advisory Council

Chapter 38.52 RCW, Emergency Management

Chapter 43.43.960 through 43.43.964 RCW, State Fire Service Mobilization

Chapter 43.06.10, 43.06.200 through 43.06.270 RCW, Governor's Emergency Powers

Chapter 43.21G.040 RCW, Governor's Energy Emergency Powers

Chapter 70.102 RCW, Hazardous Substance Incidents

Chapter 70.105 RCW, Public Health and Safety

Chapter 70.136 RCW, Hazardous Materials Incidents

Chapter 118 WAC, Military Department (Emergency Management)

Chapter 118.04 WAC, Emergency Worker Program

Public Law 93-228, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Code of Federal Regulations, Title 44, Part 205 and 205.16

Public Law 920, Federal Civil Defense Act of 1950, as amended

Public Law 96-342, Improved Civil Defense 1980

Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-know Act (EPCRA)

II. OTHER REFERENCES

Mutual Aid and Inter-local Agreement Handbook, June 1996

Public Assistance Manual, December, 1995

Washington State Comprehensive Emergency Management Plan (CEMP), 1996

Washington State Fire Services Resources Mobilization Procedures, July, 1995

Disaster Assistance Guide for Local Governments, June 1996

Hazard Mitigation Grant Programs; Grant Procedures and Administrative Guidelines, September, 1995

Washington State Comprehensive Emergency Management Planning Guide, Edition 2, March 2003.

DEFINITIONS

Note: A list of Commonly Used Acronyms and Abbreviations follows the Definitions Section.

ALL HAZARDS PLANNING

A method of disaster planning which addresses all natural and man-made emergencies and disasters to which a political subdivision might be vulnerable.

BASIC PLAN

The Basic Plan describes the mission, purpose, scope, situation, policies, concept of operations, and general responsibilities for emergency management activities.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The CEMP establishes a framework through which the City of Lacey prepares for, responds to, recovers from, and mitigates the impact of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of residents. The plan provides guidance to local officials pertaining to procedures, organization, and responsibilities in times of crisis. The CEMP also provides for an integrated and coordinated local, state, and federal response.

CIVIL DISORDER

Any incident that disrupts community affairs and requires police intervention to maintain public safety. For the purpose of this plan, civil disorders are limited to the following types: terrorist attacks, riots, strikes resulting in violence, and demonstrations resulting in police intervention and arrests. Any of these above-named incidents which are limited to a level which does not require activation of the local emergency disaster plan to assist in coordination of response is not "civil disorder."

COMMAND POST

A site in the vicinity of the scene which serves as the communications and operations center for responding agencies. Many emergencies never escalate to a point requiring activation of an Emergency Coordination Center (ECC). During such an event, the Command Post, as used in the Fire Services Incident Command System, serves as the primary source of coordination of on-the-scene response forces. This plan pertains to

incidents which activate the EOC. When a Command Post is established, the incident commander may request a decision-making representative from departments including, but not limited to, those with operational responsibilities.

CONTINUITY OF GOVERNMENT

All measures that may be taken to ensure the continuity of essential functions of government(s) in the event of disaster or emergency.

DAMAGE ASSESSMENT

The appraisal or determination of the actual effects on human, economic, and natural resources resulting from manmade or natural disasters.

DISASTER

An event during which a community undergoes severe danger and incurs losses so that the social structure is disrupted and the fulfillment of all or some of its essential functions is prevented.

EMERGENCY

An unexpected event involving shortages of time and/or resources which places life and/or property in danger, and which require immediate response and/or mitigation by more than one agency.

EMERGENCY SUPPORT FUNCTION (ESF)

A specific emergency service provided in a coordinated manner through the integration of the skills and materials found within a jurisdiction for implementing comprehensive emergency management programs.

EMERGENCY MANAGEMENT

The analysis, planning, development, and implementation of programs which minimize loss of life or property by coordinating community resources, to act during an emergency.

EMERGENCY COORDINATION CENTER (ECC)

A single, pre-selected location where disaster information is gathered from the field, public information is dispersed, and coordination of disaster response activity is carried out. The EOC acts as a resource center for on-site response organizations in the field.

EVACUATION

Organized, phased, and supervised dispersal of civilians from dangerous or potentially dangerous areas, and their reception and care in safety areas.

HAZARD

Any situation that has the potential of causing damage to people, property, or the environment.

HAZARDOUS MATERIALS INCIDENT (FIXED FACILITY)

Any occurrence resulting in the uncontrolled release of materials from a fixed site capable of posing a risk to health, safety, and property as determined in Environmental Protection Agency Resource Conservation and Recovery Act regulations. Generally, such materials are classed as explosives and blasting agents, flammable and noncombustible gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, etiological agents, corrosive materials, and other materials including hazardous wastes. Areas at risk include the locations of hazardous materials fabrication, processing, or storage facilities as well as hazardous waste treatment, storage and disposal sites, both legal and illegal.

HAZARDOUS MATERIALS INCIDENT (TRANSPORTATION INCIDENT)

Any occurrence resulting in the uncontrolled release of materials during transport that is capable of posing a risk to health, safety, and property as determined in Department of Transportation Material Transport regulations. Generally, such materials are classed as explosives and blasting agents, flammable and noncombustible gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, etiological agents, corrosive materials, and other materials including hazardous wastes.

HAZARD IDENTIFICATION AND VULNERABILITY ANALYSIS

A systematic investigation of potential disasters involving their history, vulnerability, and probability.

INCIDENT COMMAND SYSTEM (ICS)

ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual departments or agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

LMC

Lacey Municipal Code which contains the laws of the City.

MASS CARE

The act of supplying a range of basic human needs to a large number of persons unable to provide for themselves in times of disaster.

MITIGATION

Activities which eliminate hazards, reduce the probability of their occurrence, or reduce the effects of disaster.

PREPAREDNESS

Actions to save lives and minimize damage.

RECOVERY

Those long-term activities and programs beyond the initial crisis period of an emergency or disaster designed to return all systems to normal status or to rebuild these systems to a new condition that is less vulnerable.

RESPONSE

Those activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster.

RCW

Revised Code of Washington, listing the laws enacted by the State legislature.

SHELTERS

Buildings or facilities that provide temporary lodging and other basic human needs.

THURSTON COUNTY EMERGENCY SERVICES COUNCIL

A committee of local emergency/disaster response coordinators/managers responsible for establishing procedures for enhancing inter-governmental responses to emergencies and/or disasters (i.e., resource lists, volunteer coordination, etc.).

WAC

Washington Administrative Code, listing the rules established by State agencies to meet the laws enacted by the State legislature.

COMMONLY USED ACRONYMS AND ABBREVIATIONS

ACCESS	A Centralized Computerized Enforcement Service System
AG	Attorney General
AMS	American Measuring Systems
ANI	American Nuclear Insurers
APCO	Associated Public Safety Communications Officer, Inc.
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATC	Applied Technology Council
AWC	Association of Washington Cities
CCA	Comprehensive Cooperative Agreement
CD	Civil Defense
CDC	Centers for Disease Control
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
COE	Corps of Engineers
COG	Continuity of Government
CPG	Civil Preparedness Guide
CPM	Counts Per Minute
CSDP	Chemical Stockpile Disposal Program
CSEPP	Chemical Stockpile Emergency Preparedness Program
DA (US)	Department of Agriculture
DAC	Disaster Application Center
DAC	Disaster Assistance Council
DAP	Disaster Assistance Program
DCTED	Department of Community, Trade, and Economic Development
DECON	Decontamination
DEM	Department of Emergency Management (local)
EMD <i>or</i>	Emergency Management (State)
EMD	Emergency Management Division (preferred)
DES	Department of Emergency Services (local)
DFO	Disaster Field Office
DOE (WS)	Department of Ecology
DOE (US)	Department of Energy
DOE-RL	Department of Energy at Richland
DOH	Department of Health
DOL	Department of Licensing
DOT	Department of Transportation

DRP	Division of Radiation Protection (DOH)
DSHS	Department of Social and Health Services
DSR	Damage Survey Report
EAS	Emergency Alert System
ECC	Emergency Coordinating Center
ECL	Emergency Classification Level
EENET	Emergency Educational Network
EFSEC	Energy Facility Site Evaluation Council
EICC	Emergency Information Coordination Center (EEMA)
EIS	Environmental Impact Statement
EMA	Emergency Management Assistance
EMC	Emergency Management Council
EMD	see DEM
EMI	Emergency Management Institute
EMP	Emergency Management Program
EMS	Emergency Management Service
EMT	Emergency Management Training
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPIO	Emergency Public Information Officer
EPZ	Emergency Planning Zone
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FFTF	Fast Flux Test Facility
FIPS	Federal Information Processing Standard
FIRECOM	Fire Communications
FNF	Fixed Nuclear Facility
FRC	Federal Response Center
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring & Assessment Center
FRPCC	Federal Radiological Preparedness Coordinating Committee
GA	Department of General Administration
GAR	Governor's Authorized Representative
GE	General Emergency
GIS	Geographic Information Systems

GSU	Gulf States Utilities
HAZMAT	Hazardous Materials
HEAR	Hospital Emergency Administrative Radio
HHS (US)	Department of Health and Human Services
HMAC	Hazardous Materials Advisory Committee
HMPC	Hazardous Material Planning Committee
HP	Health Physicist
HIVA	Hazard Identification and Vulnerability Analysis
ICMA	International City Managers' Association
IEMS	Integrated Emergency Management System
IFG	Individual and Family Grant
IMA	Individual Mobilization Augmentee
INPO	Institute of Nuclear Power Operations
IRZ	Immediate Response Zone
JIC	Joint Information Center
KI	Potassium Iodide (Thyroid Blocking Agent)
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Network
LETS	Low Enforcement Teletype System
LFA	Lead Federal Agency
LOCA	Loss of Coolant Accident
LOEP	Louisiana Office of Emergency Preparedness
LRDP	Louisiana Radiological Preparedness Division
MAELU	Mutual Atomic Energy Liability Underwriters
MEDNET	Medical Emergency Delivery Network
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MSH	Mount Saint Helens
MUDAC	Meteorology and Unified Dose Assessment Center
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management (local directors)
NCOIC	Non-Commissioned Officer In Charge
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Emergency Management Association (State directors)
NENA	National Emergency Number Association (911)

NETC	National Emergency Training Center
NFIP	National Flood Insurance Program
NGA	National Governor's Association
NHRAIC	Natural Hazard Research and Applications Information Center
NLEEC	National Law Enforcement Emergency Channel
NOAA	National Oceanographic and Atmospheric Agency
NOUE	Notice of Unusual Event
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NSDD	National Security Decision Directive
NTSB	National Transportation Safety Board
NUREG	Nuclear Regulation
NWS	National Weather Service
OFM	Office of Financial Management
OIC	Officer In Charge
OPS	Operations Unit
OSC	On Scene Commander
OSCCR	On Scene Command and Coordination Radio
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PAZ	Protective Action Zone
PBX	Private Branch Exchange
PDS	Professional Development Series
PF	Protection Factor
PGE	Portland General Electric
PIO	Public Information Officer
PPP	Population Protection Planning
PRER	Peacetime Radiological Emergency Response
PSAP	Public Safety Answering Point
R	Roentgen
RAC	Regional Assistance Committee
RACES	Radio Amateur Civil Emergency Services
RADCON	Radiation Control
RADEF	Radiological Defense
RAG	Radiological Assessment Group
RAP	Radiological Assistance Program
RDO	Radiological Defense Officer
REAC/TS	Radiation Emergency Assistance Center/Training Site
REM	Radiation Equivalent Man
REP	Radiological Emergency Preparedness

RI	Radiological Instrument
RIM&C	Radiological Instrumentation Maintenance and Calibration
RM	Radiological Monitor
RRT	Radiological Defense Response Team
RX	Reactor
SAE	Site Area Emergency
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SECURE	State Emergency Communications Using Radio Effectively
SERC	State Emergency Response Commission
SM	Student Manual
SOP	Standard Operating Procedure
SSC	Seismic Safety Commission
STARC	State Area Command
T3	Title 3 (SARA)
TD	Training Document
TLD	Thermo Luminescent Dosimeter
TM	Technical Memorandum
TR	Technical Report
UBC	Uniform Building Code
UDAC	Unified Dose Assessment Center
USCG	United States Coast Guard
USDA	United States Department of Agriculture
WACO	Washington Association of County Officials
WEIC	Washington Emergency Information Center
WNG	Washington National Guard
WNP-2	Washington Nuclear Project Number 2
WPPSS	Washington Public Power Supply System
WSEMA	Washington State Emergency Management Association
WSP	Washington State Patrol

EMERGENCY ADMINISTRATIVE PROCEDURES

I. PURPOSE

- A. To provide administrative procedures for the support of emergency services by City departments during emergencies and disasters.
- B. To provide fiscal management supporting emergency responses in a timely manner.

II. CONCEPTS OF OPERATIONS

A. Administrative Procedures

- 1. The existing framework of government is retained during an emergency or disaster. As directed by the City Manager or Emergency Coordination Center (ECC) Manager, emergency services activities are expanded, while many of the less essential administrative activities of the City government are suspended or curtailed.
- 2. The directors of departments continue to act in their respective capacities. As reflected in the Basic Plan, employees of each department may assume additional duties as members of the emergency services organization.
- 3. Employees not required for essential duties in their regular departments may be temporarily assigned to duties in other departments having important and essential emergency functions.

B. Fiscal Management

- 1. The Finance Director is responsible for developing fiscal procedures in compliance with RCW 38.52.070, under the direction and control of the City Manager.
- 2. Financial assistance, staffing, and equipment may be granted to the City by State and/or Federal programs. Any such assistance under the authority of RCW 38.52 will be in accordance with the State of Washington Comprehensive Emergency Management Plan.
- 3. Fiscal transactions shall be conducted by the Finance Department.

4. Upon declaration of an emergency in accordance with this Manual, the Finance Department will immediately activate the emergency/disaster purchase order procedures and coordinate with the ECC Manager.
5. Emergency fiscal transactions will be assigned emergency/disaster purchase order numbers to be kept separate from other regular purchase orders.
6. A tracking system will be established by the Finance Director to report equipment usage, personnel costs, and other service costs, in accordance with FEMA Damage Survey Reports (DSR).

III. RESPONSIBILITIES

A. Emergency Management Coordinator

1. Provides technical advice and assistance to other departments in the preparation of their emergency administrative procedures.
2. Provides assistance and coordination of any training necessary to prepare employees for emergency/disaster duties.

B. City Manager

1. Assigns available personnel to emergency services activities.
2. Serves on the Policy Team during an emergency.
3. The City Manager will get an emergency number from the State Department of Emergency Management to go on all City reports and forms forwarded to the State Department of Emergency Management. This will be done as soon as the Mayor declares an emergency.

C. Mayor

Responsible for the declaration of conditions of emergencies or disasters when control of the situation is beyond the capabilities of City resources. A verbal declaration by the Mayor will suffice during the initial stages of an emergency/disaster. However, a signed copy of the declaration must be filed with the State Division of Emergency Management as soon as possible.

D. City Attorney

Responsible for providing legal advice to the City Council and Department Directors in preparation of ordinances, resolutions, and administrative procedures.

E. Department Directors

1. Ensures that operational departments continue their normal functions, expanding or curtailing the scope of the function as the situation demands.

G. Finance Director

1. Conducts all financial transactions in coordination with the City Manager.
2. Assumes custody of all funds received by State and Federal sources.

IV. CITY FUNCTIONS BY TIME PHASE

A. Preparedness and Mitigation

1. Department Directors

Prepares and maintains emergency administrative procedures for his/her department.

2. Emergency Management Coordinator

Provides assistance and coordination as necessary for departments preparing emergency administrative procedures.

3. City Attorney

Provides legal advice to departments preparing emergency administrative procedures.

B. Response

1. Department Directors

- a. Reports to the appropriate area as outlined in the City's Emergency Checklist with the emergency administrative procedures for his/her department.

- b. Activates emergency administrative procedures for his/her department as necessary.
 - c. Reports any available personnel or equipment through the EOC for assignment.
 2. Various City Departments
Verify and inspect all shipments received.
 3. Emergency Management Coordinator
Coordinates the requests for and receipt of emergency assistance from State and Federal sources.
 4. Finance Director
 - a. Conducts all financial transactions.
 - b. Audit procedures will conform to those currently in use in the City of Lacey and the State Auditor's Office.
- C. Recovery
 1. Each Department Director, under the direction and control of the City Manager, shall phase out emergency administrative functions as necessary.
 2. The City Manager, in coordination with the Finance Director, will control the replacement of emergency fiscal procedures with normal fiscal procedures as necessary.
- D. Evaluation
 1. Review responses, gauging the ability to perform key functions during the event.
 2. Identify improvements to the Emergency Services plan and submit them to the Emergency Management Coordinator for review.

3. Identify capital items which may be warranted for future events. Develop a plan to acquire such items.
4. Inventory supplies, reordering supplies where necessary.

TRAINING AND EDUCATION

I. PURPOSE

- A. To provide an adequate training and educational program that ensures maximum readiness of local government officials, employees, and volunteers who are assigned emergency responsibilities.
- B. To provide the public with education opportunities on emergency preparedness.

II. CONCEPT OF OPERATIONS

- A. Each department director shall ensure that employees are trained in emergency procedures and preparedness.
- B. The Emergency Management Coordinator shall work with Thurston County DEM to promote public emergency education and preparedness through existing media resources. This educational program will work in conjunction with other jurisdictions.
- C. Exercises and drills increase the response capability of City personnel and test the adequacy of the Emergency/Disaster Plan.

III. RESPONSIBILITIES

- A. Federal

Federal Emergency Management Agency (FEMA)

- 1. Administers the National Fire Academy and the Emergency Management Institute in Maryland.
- 2. Provides technical and financial assistance in the development and implementation of training exercises for State and local plans.

- B. State

The State Division of Emergency Management coordinates training efforts throughout the state and provides technical assistance for training and exercises for local government.

- C. City of Lacey
 - 1. Conducts employee training for emergency procedures.
 - 2. Participates in emergency exercises as requested by the Emergency Management Coordinator.
 - 3. Participates in Incident Command training when requested by the Emergency Management Coordinator.
 - 4. Emergency Management Coordinator
 - a. Encourages and facilitates training for emergency procedures throughout the City.
 - b. Arranges training in the Incident Command System for all City departments.
 - c. Conducts emergency exercises.
 - d. Maintains local training records and forwards copies to the State Division of Emergency Services as required.
 - e. Coordinates public education programs.

IV. CITY FUNCTIONS BY TIME PHASE

- A. Preparedness and Mitigation
 - 1. Under the coordination of the Emergency Management Coordinator, the City participates in emergency exercises, drills, and training programs.
 - 2. City departments conduct their own training in emergency procedures with assistance from the Emergency Management Coordinator.
 - 3. The Emergency Management Coordinator and the Public Information Officer promotes effective public outreach to educate the public on emergency preparedness.
- B. Response

Emergency Management Coordinator participates in ECC activation and involves all necessary personnel.

C. Recovery

Emergency Management Coordinator

1. Conducts a critique of ECC activities and modifies the training and education programs accordingly.

D. Evaluation

1. All Departments

- a. Review responses, gauging the ability to perform key functions during the event.
- b. Identify improvements to the Emergency Services plan and submit them to the Emergency Management Coordinator for review.
- c. Identify capital items which may be warranted for future events. Develop a plan to acquire such items.
- d. Inventory supplies, reordering supplies where necessary.

EMERGENCY SUPPORT FUNCTIONS

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ESF 1 - TRANSPORTATION

PRIMARY AGENCY: Lacey Public Works Department

SUPPORT AGENCIES: Lacey Public Works Department, Lacey Parks and Recreation Department, Lacey City Manager's Office, Lacey Emergency Services Program, Lacey Police Department, School Districts, Intercity Transit, Thurston County Department of Emergency Management, Washington State Patrol, State Department of Transportation, State Utilities and Transportation Commission, State Emergency Management Division, U.S. Department of Transportation, and Federal Emergency Management Agency

I. PURPOSE

- A. To ensure effective utilization of all available transportation resources and systems during an emergency/disaster.

II. OPERATIONAL CONCEPTS

- A. In the event of a major disaster involving movement of people, City-wide transportation programs may be required to provide support. Such programs shall be coordinated with the State and other political subdivisions, e.g., Intercity Transit and School Districts.
- B. It is assumed that the primary movement of people and supplies will be via streets and highways with private vehicles. Public transportation may be used on a limited scale. Air transportation will be utilized only for the movement of urgently needed personnel and supplies. The use of boats will provide additional, but limited, capability.

III. RESPONSIBILITIES

A. Lacey Public Works Department

- 1. The Public Works Department is the lead agency responsible for maintaining street usability.

B. Lacey Parks and Recreation Department

1. The Parks and Recreation Department is responsible for coordinating transportation resources for mass movement of citizens for sheltering and other purposes.

C. Lacey Police Department

1. The Police Department maintains orderly traffic in the City during an emergency/disaster.

D. Lacey Emergency Coordination Center (ECC)

1. The City ECC Management Team shall coordinate transportation resources during an emergency/disaster.

E. Lacey Public Information Officer (PIO)

1. The City PIO shall disseminate emergency information to the public through the Emergency Alert System (EAS) and other communications systems. (See Appendix 2)

F. School Districts

1. The School Districts shall provide buses to the City for use according to established written agreements and procedures.

G. Intercity Transit

1. Intercity Transit shall provide buses to the City for use according to established written agreements and procedures.

H. County

1. Thurston County Department of Emergency Management
 - a. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

I. State

1. Washington State Emergency Management Division
 - a. Requests for assistance from the State shall be coordinated through the Washington State Emergency Management Division. Assistance may include transportation resources from the Washington State Patrol, Department of Transportation, and/or Utilities and Transportation Commission.

J. Federal

1. Federal Emergency Management Agency (FEMA)
 - a. Requests for assistance from the federal government shall be coordinated through FEMA. Assistance may include transportation resources from the U.S. Department of Transportation.

IV. CITY FUNCTION BY TIME PHASE**A. Mitigation and Preparedness**

1. Parks and Recreation Department
 - a. Maintains liaison with essential departments and authorities to ensure cooperative and efficient use of transportation resources.
 - b. Evaluates emergency procedures of transportation providers.
 - c. Develops and maintains procedures for obtaining transportation resources.

B. Response

1. Police Department
 - a. Provides the City ECC with information concerning the conditions of streets and transportation resources.
 - b. Maintains orderly traffic conditions during an emergency/disaster.
2. Public Works Department
 - a. Provides the City ECC Planning Section with information concerning the conditions of streets and transportation resources.
 - b. Makes necessary street repairs and provides barricades where needed.
 - c. Assists with vehicle repair and maintenance as requested by the Lacey ECC Management Team or members of the Emergency Management Council of Thurston County.
3. Emergency Coordination Center
 - a. Evaluates transportation conditions and requests assistance as needed.
4. Public Information Officer
 - a. Disseminates emergency information to the media and appropriate agencies and departments.
 - b. Executes a public information program that controls misinformation, distributes information, and coordinates information before its

release.

C. Recovery

1. Emergency Coordination Center
 - a. Phases out emergency transportation activities as needed.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 2 – COMMUNICATIONS, INFORMATION SYSTEMS, AND WARNING

PRIMARY AGENCY: TCOMM 9-1-1, Lacey Emergency Services Program, Thurston County Department of Emergency Management

SUPPORT AGENCIES: Lacey Fire District #3, Lacey Police Department, Lacey Public Works Department, Washington State Department of Transportation

I. PURPOSE

A. Communications

To identify a communications system for the efficient flow of information during an emergency or disaster.

B. Warning

To provide and or supplement alerting and warning to key City officials and the public of impending or occurring emergency or disaster.

II. OPERATIONAL CONCEPTS

A. Warning

1. The principal mechanisms by which the City of Lacey receives warning messages of impending disaster are the National Warning System (NAWAS), A Central Computerized Enforcement Service System (ACCESS), Emergency Alert System (EAS), amateur radio, Thurston County Department of Emergency Management, and the Washington State Military Department, Division of Emergency Management.
2. All warning information is received by Thurston 9-1-1 Communications (TCOMM 9-1-1) Dispatch Center and relayed through Thurston County Emergency Management Division to the Lacey Emergency Management Coordinator or other EOC staff.
3. Upon receipt of warning information, the Emergency Management Coordinator will determine the significance of the information to Lacey and decide which warning procedures to activate.

4. Warning of the general public could take the form of one or more of the following resources: activation of the Emergency Alert System, loudspeakers, local warning information via television and radio stations, Amateur Radio Emergency Services Unit, and/or any other means determined necessary by the Emergency Management Coordinator.
5. Warnings and alerts will be given a priority on all communications systems.

A. Communications

1. Thurston 9-1-1 Communications (TCOMM) is a countywide enhanced 9-1-1 public safety answering point and dispatch center for police, fire, and Medic One departments serving all of the cities, towns and unincorporated areas within Thurston County. Established by an intergovernmental agreement, TCOMM 9-1-1 was reorganized as a Non-Profit Intergovernmental Corporation on January 1, 2011.
2. The Emergency Alert System (EAS), when established, will operate through local radio and cable TV stations and is intended to provide the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster.
 - a. KGY Radio, Olympia, 1240 AM; 96.9 FM
 - b. KXXO Radio, Olympia, 96.1 FM
 - c. KAOS at The Evergreen State College, Olympia, 89.3 FM
 - d. COMCAST, Olympia
3. The communication capabilities presently available include:
 - a. 9-1-1 Public Safety Answering Point (PSAP).
 - b. Commercial telephone (regular, cellular, and wireless telephone).
 - c. Two-way radio.
 - d. National Warning System (NAWAS): land-line voice located in TCOMM 9-1-1.
 - e. Amateur Radio Emergency Services (ARES) via amateur (ham) frequency bands.

III. RESPONSIBILITIES FOR WARNING

A. Federal

1. The Federal Emergency Management Agency (FEMA) is responsible for the declaration and dissemination of warning through the NAWAS system to provide rapid dissemination of information concerning impending disaster.
2. The National Weather Service, the National Oceanic and Atmospheric Administration of the U.S. Department of Commerce, disseminate weather forecasts and weather warnings when there is threat to life and/or property.
3. The Mount Saint Helens Volcano Center, a combined effort of the U.S. Forest Services, U.S. Geological Survey, FEMA, and the University of Washington, has the responsibility to issue volcanic activity or eruption advisories and warning.

B. State

1. Washington State Military Department, Division of Emergency Management, and the Washington State Patrol both operate warning points through which warning information is relayed to the political subdivisions in the state.
2. The State warning points disseminate information from NAWAS, ACCESS, and the National Weather Service.
3. The State EAS will be activated according to the Washington State Emergency Alert System Plan.

C. City of Lacey

1. Emergency Management Coordinator

The Emergency Management Coordinator is responsible for coordinating disseminating warning information. Warning could take the form of one or more of the following: press releases, radio, television, county government and cooperating agencies, other emergency management organizations, and/or community organizations.

2. Police Department
Disperses door-to-door or neighborhood warning information as needed.
3. Fire Department
Disperses door-to-door or neighborhood warning information as needed.
4. All other City Employees
Disperses door-to-door or neighborhood warning information as needed.

D. Thurston 9-1-1 Communications (TCOMM)

1. Provides communications link between the communications center and local radio stations as needed.
2. Maintains and staffs the warning facilities in the county.
3. Relays all warning information to Thurston County Emergency Management Division and the City of Lacey.
4. Operates on a 24-hour basis.

Responsibilities of County and City EOC for Communication with Public

A. Thurston County Dispatch Center

1. Installs, maintains, and operates communications equipment included in the central dispatch program.
2. Informs the County Director of Emergency Services of all communications problems and limitations.
3. Transmits general messages and warning information to the appropriate officials.

B. City Emergency Management Coordinator

1. Coordinates communications activities with neighboring jurisdictions and between departments of the City.

2. The Lacey Chief of Police serves on the County Communications Operations Board.

C. Thurston County Communications Operations Board

1. Directs and controls the operations of the Thurston County Dispatch Center.
2. Establishes policy and budget priorities for the Thurston County Dispatch Center.

D. Each City Department

1. Maintains daily communications equipment (telephones and radios).
2. Makes communications resources available to emergency operations upon request.

E. City Logistics Section Chief

1. Maintains EOC communications equipment and trains personnel in its installation, use, and maintenance.

IV. CITY FUNCTIONS BY TIME PHASE

A. Warning Function

1. Mitigation and Preparedness
 - a. Emergency Management Coordinator
 - 1) Prepares and maintains current, adequate warning plans, procedures, and call lists.
 - 2) Coordinates warning plans and activities with Thurston County Emergency Services and State emergency services organization.
 - b. Central Dispatch Center
 - 1) Activates EAS.

- c. Thurston County Director of Emergency Services
 - 1) Adequately staffs the county warning point to test the warning system and maintain warning records.
 - d. Each City Department
 - 1) Trains and prepares the employees of the departments how to respond to warning and activate emergency procedures.
2. Response
- a. City Manager
 - 1) Authorizes the dissemination of warning information for localized emergencies and disasters.
 - b. Emergency Management Coordinator
 - 1) Coordinates all warning dissemination with Thurston County Emergency Services.
 - 2) Under the direction and control of the City Manager, the Emergency Management Coordinator determines which warnings are significant to the City of Lacey.
 - c. Thurston County Communications Center (TCOMM)
 - 1) Activates EAS.
 - 2) Generates the warning signals to hospitals and schools in accordance with emergency procedures.
3. Recovery
- a. Warning systems may be used in the recovery phase for emergency communications so that the community may be restored.

B. Communication Function

- 1. Mitigation and Preparedness

- a. City Emergency Management Coordinator
 - 1) Develops and maintains a current inventory of all applicable communications equipment available to the City in an emergency. (See Finance Department asset spreadsheet)
 - 2) Develops, coordinates, and maintains a current plan for the utilization of all applicable communications equipment.
 - 3) Directs the development of adequate City EOC communications capabilities.
 - 4) Develops a method by which messages in the City EOC can be logged and tracked. (WebEOC)
 - b. County Communications Operations Board

Coordinates the communications functions of the Thurston County Dispatch Center and maintains intergovernmental cooperation.
 - c. Each City Department
 - 1) Maintains communications capabilities.
 - 2) Reports all communications limitations to the City Emergency Management Coordinator.
 - d. Thurston County Director of Emergency Services
 - 1) Maintains the Thurston-Mason EAS plan.
 - e. Thurston County Dispatch Center
 - 1) Tests warning and communications capabilities regularly and logs activity.
3. Response
 - a. EAS Radio Stations

- Activates the Emergency Alert System in accordance with the Thurston-Mason EAS plan.
- b. Each City Department
 - Provides communications resources upon request of the Emergency Operations Team.
 - c. Thurston County Dispatch Center
 - 1) Provides emergency communications activity, including dispatch services.
 - 2) Receives and transmits warning and emergency information from State and Federal sources.
4. Recovery
- a. Communications resources will continue to be used with emergency priority in order to restore the community.
 - b. The City ESC and County Director of Emergency Services will phase out unnecessary communications resources when appropriate.
5. City Evaluation
- a. Review responses, gauging the ability to perform key functions during the event.
 - b. Identify improvements to the Emergency Services plan and submit them to the Emergency Management Coordinator for review.
 - c. Identify capital items which may be warranted for future events. Develop a plan to acquire such items.
 - d. Inventory supplies, reordering supplies where necessary.

ESF 3 - PUBLIC WORKS, INSPECTION, AND ENGINEERING

PRIMARY AGENCY: Lacey Public Works Department,
Lacey Community Development Department

SUPPORT AGENCIES: Lacey Emergency Services Program,
Washington State Department of Transportation

I. PURPOSE

- A. To provide for inspection of all structures to determine structural safety for occupancy.
- B. To provide for temporary repair of essential facilities.
- C. To provide for demolition of unsafe structures, debris, and wreckage clearance.

II. OPERATIONAL CONCEPTS

- A. The Public Works (PW) Department, Engineering Division is the primary agency responsible for providing emergency engineering services for Public Works infrastructure. The Community Development (CD) Department is the primary agency responsible for providing emergency engineering services for private infrastructure.
- B. All PW engineering services shall be coordinated through the Lacey Emergency Coordination Center (ECC), Operations Section. All private CD engineering services shall be coordinated through the Lacey Emergency Coordination Center (ECC), Planning Section.
- C. The City has some staff and equipment to carry out engineering activities. Private sector has manpower and equipment that will need to be utilized when internal City resources are exceeded/exhausted.
- D. The Community Development Department, Building Division has the primary responsibility to inspect structures for safety and occupancy requirements.
- E. Under the direction of the Lacey ECC, Planning Section, the Building Division shall coordinate inspections of buildings. Organizations such as schools and

hospitals often have their own engineering staff. When such is the case, inspections will be coordinated with owners their staff.

III. RESPONSIBILITIES

A. Lacey Public Works Department

1. Coordinates City public works and engineering activities during emergencies and provides for the reconstruction, repair, and maintenance of City streets, water, wastewater, stormwater, parks, and other PW infrastructure.
2. Assists in regulating emergency public roadway traffic by providing and erecting signs, barricades, and cones.
3. Provides for the emergency repair, and continued operation of essential facilities and infrastructure.
4. Assists with utility access needs for the road system.
5. Coordinates and maintains department emergency procedures.
6. Coordinates the use of private sector materials and equipment when necessary.

B. Lacey Community Development Department, Building Division

1. The Building Division shall coordinate with the City ECC Management Team for closure of areas and buildings. As such, it is the responsibility of the Building Inspectors to determine when an owner, tenant or representative may enter an unsafe building to retrieve belongings, business records, merchandise, etc.
2. The Building Inspectors (including mutual aid inspectors) are responsible for inspection of all damaged structures. These include:
 - a. Public buildings, such as City and School District structures;
 - b. Buildings that house merchandise that may be needed for emergency housing, supplies, etc.;
 - c. Multifamily structures, institutions, medical facilities; and,
 - d. Private housing.
 - e. Uninhabitable structures.

When needed, Building Inspectors shall post notices on structures based on their level of safety or destruction.

C. Lacey Emergency Coordination Center

1. The City ECC Management Team shall coordinate resources during an emergency/disaster.

D. County

1. Thurston County Department of Emergency Management
 - a. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

E. State

1. Washington State Department of Transportation
 - a. The Washington State Department of Transportation is responsible for coordinating all highway engineering services and transportation construction requirements on state routes. The Department of Transportation is also responsible for the coordination of emergency highway traffic.

IV. CITY FUNCTION BY TIME PHASE**A. Mitigation and Preparedness**

1. Emergency Services Coordinator
 - a. Maintains liaison with all departments and authorities to ensure cooperative and efficient use of resources.
 - b. Works with the Building Division to establish mutual aid agreements for inspectors.
2. Public Works Director
 - a. Serves on the Lacey ECC Management Team.
 - b. Ensures that PW department emergency procedures are in order.
 - c. Maintains an inventory of all available equipment owned by the Public Works Department in the N:\EOC directory.
 - d. Coordinates with the public and private sector to ensure the availability of emergency resources.

3. Building Official

- a. Serves on the Lacey Emergency Services Committee.
- b. Ensures that CD department emergency procedures are in order.
- c. Maintains an inventory of all available placards, forms, and necessary equipment in the N:\EOC directory.
- d. Coordinates with other municipalities and organizations to ensure availability of private resources as outlined in "e" below.
- e. Works with the Emergency Services Coordinator to establish mutual aid agreements for inspectors. These agreements shall include:
 - 1) Engineering staff of local school districts and colleges;
 - 2) Local engineers and architects; and,
 - 3) Inspectors from other jurisdictions.

B. Response

1. Public Works Department

- a. Repairs damaged roads, PW utilities, parks infrastructure, and facilities.
- b. Establishes emergency detours and posts necessary signs.
- c. Clears debris from streets and roads.
- d. Assists fire and law enforcement services with rescue operations.
- e. Inspects damaged PW infrastructure and facilities to determine if they are safe or if they should be closed.

2. Building Division

- a. Inspects damaged buildings and structures to determine if they are safe or need to be evacuated and posts placards as required.
- b. Designates structures that may be used for emergency housing.

3. EOC Management Team

- a. Evaluates emergency conditions and requests assistance as needed.

C. Recovery

1. Public Works Department

- a. Continues to provide engineering and repair services during the recovery phase to restore the PW services to the community.

2. Building Division

- a. Provides typical building inspection services and applicable permits to aid in the restoration and rebuilding process.

3. Emergency Services Coordinator
 - a. Phases out emergency activities as needed.

D. After Action Review (AAR)

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions assigned to their department during the event.
 - b. Inventory remaining emergency supplies.
 - c. Identify the need for additional labor, equipment, materials, supplies, facilities, and contracts, needs... that are warranted for future events and re-order as needed. In addition, submit EOC budget proposal for additional labor, equipment, materials, supplies, facilities that are warranted for future events that exceed the current budget allowance.
 - d. Provides suggested updates to Lacey's Comprehensive Emergency Management Plan (CEMP) based on feedback from the AAR.

ESF 4 - FIRE SERVICES

PRIMARY AGENCY: Lacey Fire District #3

SUPPORT AGENCIES: Lacey Police Department, Lacey Public Works Department, Lacey Emergency Services Program, Thurston County Fire Chiefs' Association, Thurston County Department of Communications, Washington State Emergency Management Division, Washington State Fire Marshall's Office, Puget Sound Inter-Zone Response Network, Fort Lewis Fire Department, and Federal Emergency Management Agency

I. PURPOSE

- A. To provide an organization for fire prevention and response that will effectively utilize and dispatch all available fire fighting equipment and personnel, and provide effective operations at the scene(s).
- B. To provide a Mutual Aid Agreement between Lacey Fire District #3 and other fire agencies in Thurston County.

II. OPERATIONAL CONCEPTS

- A. Lacey Fire District #3 is responsible for protecting life and property within the corporate bounds of the City of Lacey, regardless of ownership, including county, state and federal properties.
- B. During emergency situations requiring Fire District activity, all available equipment and personnel required to cope with the situation shall be mobilized and dispatched to the scene.
- C. All Fire District operations shall be conducted under the National Interagency Incident Management System (NIIMS) Incident Command System (ICS).
- D. Lacey Fire District #3 shall have authority over fire suppression and prevention in the City.

- E. Lacey Fire District #3 manages and supplies basic life support (BLS) for non life-threatening injuries, and advanced life support (ALS), for life-threatening conditions.
- F. A Mutual Aid Agreement has been signed by all fire departments and fire districts within the County. Requests for assistance shall be coordinated through on-scene Incident Command and City and/or County Emergency Coordination Centers (ECCs) when a multiple agency emergency exists.
- G. Additional resources are available from the Joint Base Lewis McChord Fire Department. Requests for assistance shall be coordinated through on-scene Incident Command and City and/or County ECCs when a multiple agency emergency exists.
- H. Additional resources are available from surrounding counties through mutual aid agreements. Requests for assistance shall be coordinated by City and/or County EOCs when a multiple agency emergency exists.

III. RESPONSIBILITIES

A. Lacey Fire District #3

- 1. Lacey Fire District #3 provides fire suppression, fire prevention, and emergency medical services for the City of Lacey.
- 2. The Fire Chief or his designee has direction and control over all fire related services in the City.

B. Lacey Public Works Department

- 1. Assigns personnel to non-threatening fire duties as necessary.
- 2. Provides equipment to maintain roads as requested and prioritized with other Public Works responsibilities.

C. Lacey Police Department

- 1. Provides traffic control.
- 2. Provides security for the incident scene and surrounding area.
- 3. Maintains access and egress routes for fire equipment and evacuees.
- 4. If terrorism related or caused by human recklessness, neglect, or criminal intent, Police Department will investigate and gather evidence

for criminal prosecution.

D. Lacey Emergency Coordination Center

1. Coordinates resources.

E. County

1. Thurston County Fire Chiefs' Association
 - a. The Thurston County Fire Chiefs Association selects a County Fire Services Coordinator and alternates for that position. His/her responsibility is to plan for the coordinated use of County-wide fire services during disaster operations. The County Fire Services Coordinator reports to the Thurston County ECC during a major fire services incident.
2. Thurston County Department of Communications (TCOMM)
 - a. TCOMM provides communications and dispatch services for all emergency responding units. (See ESF-2)

F. State

1. State Fire Marshall's Office
 - a. The Washington State Patrol, Fire Protection Bureau, State Fire Marshal's Office assists local government with planning for fire suppression. Washington State Fire Service Training provides training and education for fire services personnel.
2. Washington State Emergency Management Division
 - a. The Washington State Emergency Management Division coordinates the use of some state and federal fire-related services.

G. Federal

1. Federal Emergency Management Agency (FEMA)
 - a. FEMA manages the terms of the Disaster Relief Act of 1974. Section 417 of that act refers to federal intervention during a fire.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Lacey Fire District #3
 - a. Develops and implements a fire prevention program. This program

includes providing public education and issuing burn permits. Develops, maintains, and coordinates plans for fire service response.

- b. Trains fire and emergency medical personnel to respond effectively.
 - c. Produces mutual aid agreements to access resources from other jurisdictions.
 - d. Maintains an inventory of equipment, including its condition, availability, and adaptability for support operations.
2. Police Department
 - a. Develops and maintains department emergency procedures that include law enforcement functions during a fire service response.
 3. Public Works Department
 - a. Develops and maintains department emergency procedures that include public works functions during a fire service response.

B. Response

1. Lacey Fire District #3
 - a. Provides suppression and control of fires within the City and supports other protection agencies, if signatories to a mutual aid compact.
 - b. Conducts fire suppression according to established procedures.
 - c. Implements the Incident Command System.
 - d. Provides or oversees rescue services as a participant in the Thurston County Special Operations Rescue Team. Police Department
 - a. Provides traffic and crowd control in and around the emergency scene.
 - b. Provides personnel and equipment at the request of the Fire Chief or on-scene Incident Command.
2. Public Works Department
 - a. Provides equipment and personnel at the request of the City ECC Management Team.

C. Recovery

1. Emergency Services Coordinator
 - a. Coordinates all recovery efforts from a major fire incident.

D. Evaluation

1. Each City Department and partnering or supporting Agency

- a. Reviews responses, gauging the ability to perform key functions during the event.
- b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
- c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
- d. Inventories supplies, reordering supplies where necessary.

ESF 5 - INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY: Lacey Community Development Department,
Lacey Public Works Department

SUPPORT AGENCIES: Lacey Finance Department, Lacey Emergency Services Program, County Assessor's Office, County Department of Public Health and Social Services, Washington State Emergency Management Division, and Federal Emergency Management Agency

I. PURPOSE

- A. To provide a City-wide system to collect, report, and evaluate the emergency/disaster situation.

II. OPERATIONAL CONCEPTS

- A. Response and support agencies shall give periodic situation reports to the Lacey Emergency Coordination Center (ECC).
- B. Reports to be completed may include, but are not limited to:
 - 1. Damage Reports -- indicate the location, severity and type of incident, time and date of occurrence, and actions taken.
 - 2. Operational Situation Reports -- briefly outline significant operational conditions, status, critical shortages, problems, and anticipated assistance needs. (See the Washington State Emergency Management Division, Disaster Assistance Guide)

III. RESPONSIBILITIES

A. Lacey Community Development Department, Building Division

- 1. Leads damage assessment, evaluation, and information collection for structures and public property.
- 2. Provides situational reports to the City ECC on a regular basis.

B. Lacey Public Works Department

1. Leads damage assessment, evaluation and information collection for roadways, public property, and City-owned utilities.
2. Provides situational reports to the City ECC on a regular basis.

C. Lacey Emergency Coordination Center

1. Ensures that copies of emergency proclamations are sent to the Washington State Emergency Management Division (EMD) by law enforcement teletype, mail or hand delivery.
2. Ensures that damage reports are forwarded to Thurston County DEM and the Washington State EMD.
3. Collects and evaluates reports from damage assessment personnel and forwards information through emergency services channels.

D. Each City Department

1. Estimates the situation within its own service area.
2. Regularly updates the City ECC with disaster information. It is anticipated that two updates per day will be sufficient for small events. More frequent updates will be needed for larger events.

E. County

1. Thurston County Assessor's Office
 - a. Upon request will provide maps, file information, and damage assessment information to the City ECC.
2. Thurston County Department of Public Health and Social Services
 - a. Coordinates the collection, reporting, and analysis of health impacts.

F. State

1. Washington State EMD
 - a. Forwards information and reports to appropriate state and federal agencies.

G. Federal

1. Federal Emergency Management Agency (FEMA)
 - a. Provides federal agency support and participation for damage assessments and surveys.

- b. Coordinates federal-agency, emergency-response, resources and recovery programs.

IV. CITY FUNCTION BY PHASE (A thru D below)

A. Mitigation and Preparedness

1. Finance Department
 - a. Establishes a tracking system for emergency-related personnel and equipment costs.
2. Emergency Services Coordinator
 - a. Coordinates planning efforts among departments in the City to ensure clarity of assessment roles.
3. Each City Department
 - a. Develops procedures for collecting emergency/disaster information.

B. Response

1. Public Works Department
 - a. Deploys Damage Assessment Teams.
 - b. Fills out appropriate forms and forwards them to the City ECC Planning Section.
2. Community Development Department, Building Division
 - a. Deploys Damage Assessment Teams.
 - b. Fills out appropriate forms and forwards them to the City ECC Planning Section.
3. ECC Management Team
 - a. Forwards appropriate information to the Washington State EMD.
 - b. Ensures that appropriate forms are filled out in a timely manner. (see the Washington State EMD, Disaster Assistance Guide)
4. Each City Department
 - a. Collects information about the situation from its assigned emergency/disaster sites, and reports status to the City ECC Planning Section.

C. Recovery

1. Emergency Services Coordinator
 - a. Continues to coordinate the collection of required emergency management information and forward it thru Thurston County ECC to the State.

D. After Action Review (AAR)

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions assigned to their department during the event.
 - b. Inventory remaining emergency supplies.
 - c. Identify the need for additional labor, equipment, materials, supplies, facilities, and contracts that are warranted for future events and re-order as needed. In addition, submit ECC budget proposal for additional labor, equipment, materials, supplies, facilities that are warranted for future events that exceed the current budget allowance.
 - d. Provides suggested updates to Lacey's Comprehensive Emergency Management Plan (CEMP) based on feedback from the AAR.

ESF 6 - MASS CARE, HOUSING, AND HUMAN SERVICES

PRIMARY AGENCY: Lacey Emergency Services Program, American Red Cross-Mount Rainier Chapter

SUPPORT AGENCIES: Lacey Community Development Department, Lacey Police Department, Lacey Parks and Recreation Department, Lacey Human Resources Department, School Districts, Religious and Volunteer Organizations, Thurston County Disaster Assistance Council, Joint Animal Services, Thurston County Department of Public Health and Social Services, The Crisis Clinic of Thurston and Mason Counties, Thurston County Food Bank, Thurston County Department of Emergency Management, Washington State Department of Social and Health Services

I. PURPOSE

To provide guidance and coordination to organizations addressing the mass care, housing, and human services needs of people impacted by emergencies or disasters.

- A. To coordinate with appropriate relief organizations in the use of local shelters during an emergency/disaster.
- B. To organize and maintain, within local government, the capability to support congregate lodging and basic human needs during and after emergencies or disasters for people unable to provide for themselves.
- C. To meet the diverse spiritual needs of people during and following disasters.
- D. To provide local support to assist emergency welfare, medical, and other volunteer organizations.
- E. To support Joint Animal Services in the provision of services for animals displaced during an emergency or disaster.

II. OPERATIONAL CONCEPTS

- A. The members of the Lacey Emergency Coordination Center (ECC) Management Team or the on-scene Incident Commander shall make the decision to advise people to seek shelter.
- B. Recovery efforts are initiated concurrently with response activities. Close coordination is required among public safety and relief organizations responsible for emergency response and recovery operations, and other nongovernmental organizations providing assistance.
- C. Endangered populations may be forced to relocate to shelters or other accommodations to prevent or lessen the human impact of emergencies and/or disasters.
- D. All service animals (as defined by ADA) are allowed in shelters. Shelter arrangements will be made to provide for the care of household pets.
- E. Members of the City ECC Management Team will coordinate mass care, housing, and human service needs with Thurston County ECC.
- F. Designated City-owned facilities may be used as emergency shelter facilities. Activation of City facilities for sheltering shall be coordinated with the Parks and Recreation Department through the ECC, through the Operations and Logistics Section Chiefs.
- G. To avoid competition and duplication of resources by the political subdivisions in the County, the use of all religious and volunteer services shall be coordinated through the Thurston County ECC.

H. RESPONSIBILITIES

A. American Red Cross – Mount Rainier Chapter

- 1. Assists with identifying, planning, coordinating, operating, staffing, and stocking shelter operations facilities.
- 2. Maintains current shelter and other resource agreements.
- 3. Maintains adequate inventories for shelter operations.
- 4. Maintains registration and accountability records of shelter inhabitants.

5. Provides leadership in coordinating and integrating overall local efforts associated with mass care, housing, and human services.
6. Provides fixed and mobile food service to disaster survivors and emergency workers affected by the emergency or disaster.
7. Conducts shelter management training regularly and/or when requested.
8. The American Red Cross will provide representation in the Thurston County ECC for coordination of shelter issues.
9. The American Red Cross will provide staff and supplies as disaster conditions dictate and resources allow.
10. American Red Cross support may also include initial resources such as staff, supplies and locations for mass care shelters, feeding and emergency first aid during large disaster events. It may also provide mass care for small emergencies and localized events not requiring activation of the Thurston County ECC.

B. Lacey Emergency Coordination Center

1. The City ECC Management Team shall take appropriate actions to call on outside agencies for assistance once City resources are exhausted. Initial requests for assistance shall be made through Thurston County Department of Emergency Management (DEM).
2. The ECC Management Team shall provide support to the American Red Cross to ensure the success of sheltering operations by coordinating shelter locations, openings, and closings with Thurston County Emergency Management and American Red Cross.
3. Assists in the coordination of interim and long-term housing needs with appropriate relief organizations.
4. When the need for religious organizations and volunteer activities arises, the City ECC Management Team contacts the Emergency Management Council of Thurston County Disaster Assistance Council (DAC) for information and coordination.
5. Compiles shelter and displaced persons information and disseminates through the Public Information Officer.

C. Lacey Police Department

1. Assists with informing the public of the order to seek shelter including,

but not limited to, door-to-door notification.

2. Notifies the Thurston County Department of Communications (TCOMM) of endangered people who are not ambulatory so that movement of those people may be requested.
3. Provides support during the process of relocating people to an emergency shelter; crowd and traffic control, and assists with identifying safe routes of travel to and from shelter sites.
4. Secures the danger area and isolates it from the public.

D. Fire District #3

1. Provides emergency medical services and fire suppression as needed at shelters.

E. County

1. Thurston County Department of Public Health and Social Services
 - a. Provides for the coordination of health and sanitation services at mass care facilities and other locations when requested.
 - b. Contracts with mental health provider organizations to deliver disaster behavioral health support to displaced persons and emergency workers when requested (when a Washington State emergency or disaster is declared.)
2. Thurston County DEM
 - a. Initial requests for assistance shall be made through Thurston County DEM. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.
 - b. The Thurston County DEM maintains liaison with the American Red Cross and School Districts so their services may be accessed.
3. The Emergency Management Council of Thurston County, DAC
 - a. Maintains liaison with necessary religious and volunteer organizations to better understand the services they offer.
 - b. Coordinates requests for assistance from religious and volunteer organizations.

F. Salvation Army and other Relief Organizations

1. Supports the mass care and shelter operations provided by Thurston County Emergency Management and the American Red Cross.
2. Keeps complete and accurate records on emergency operations, shelter inhabitants and services provided

G. Joint Animal Services

1. Provides emergency care and shelter for companion animals on a need-be basis. Works with Thurston County ECC to establish regulation of pet friendly shelters procedures and operations.

H. Intercity Transit

1. Provides transportation resources to transport special needs or isolated populations to shelters as needed.

I. School Districts

1. Provides buses for use as temporary shelters as resources allow.

J. Interfaith Works and other Faith-based Organizations

1. Provides spiritual support to disaster survivors when requested.
2. Provides care teams to aid disaster survivors through the recovery process.

K. The Crisis Clinic of Thurston and Mason Counties

1. Responds to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies or organizations. Service is available 24 hours a day, 7 days a week to everyone in Thurston and Mason Counties. Service is confidential and anonymous and is free to everyone.

L. Food Bank

1. Coordinates food redistribution to:
 - a. Food banks to support recovery efforts.
 - b. Shelters, groups, individuals, and other organizations as requested.

M. Washington State Department of Social and Health Services (DSHS)

1. Supports disaster impacted jurisdictions through continued delivery of its vital services to its clients and persons qualifying for assistance as a result of the disaster. As its resources permit or as additional resources are authorized. DSHS will deploy teams to sheltering operations to process applications for cash, food, medical assistance and other services that will support persons in the recovery from a disaster. DSHS may also deploy Mobile Community Service Office vehicles to disaster reception or other locations to facilitate a rapid response and delivery of its services.
2. Additionally, DSHS is the lead state agency for coordinating ESF 6 support to disaster impacted jurisdictions when their resources are overwhelmed by the disaster response. DSHS partners with the State Emergency Management Division, Department of Early Learning, Department of Enterprise Services, Department of Commerce, Department of Health, American Red Cross and other State agencies and non-governmental organizations to organize resources and services needed to respond to jurisdictions' request for disaster response and recovery support. DSHS also seeks to assist jurisdictions in preparing for disasters by promoting best practices developed by other states and jurisdictions within Washington, particularly as they pertain to persons with access or functional needs.

N. Federal

1. Federal Emergency Management Agency (FEMA)
 - a. The Federal government offers a variety of relief programs that are administered through FEMA.
 - b. The Washington Comprehensive Emergency Management Plan (CEMP) explains these federal programs.
 - c. The Washington State EMD, Disaster Assistance Guide explains the steps to be taken by local government to receive the benefits of programs administered through the Federal government.

I. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
 - a. Maintains liaison with Thurston County EMD and necessary religious organizations and volunteer agencies to evaluate their procedures

- and gain an understanding of the services they offer.
- b. Evaluates the planning efforts of other departments as they develop systems to provide mass care.

2. Each City Department

- a. Determines what contributions they can make to the provision of mass care and reports that information to the Lacey ECC Management Team.

B. Response

3. On-scene Incident Command

- a. Identifies endangered areas and populations in need of sheltering.
- b. Gathers information and relays it to the City ECC for coordination into the Incident Action Plan.

4. Police Department

- a. Informs endangered people of the order to evacuate and relocate to shelter. Gives location of the approved shelter(s).
- b. Assists people with moving to the nearest shelter as necessary; identifies available transportation resources, i.e., law enforcement personnel, fire personnel, Intercity Transit, etc.
- c. Notifies TCOMM of endangered people who are non-ambulatory so that movement of those people may be requested.
- d. Secures the danger area and isolates it from the public if applicable.

5. ECC Management Team

- a. Coordinates the sheltering process with the American Red Cross and Thurston County Department of Emergency Management.
- b. Receives information from the emergency/disaster location and facilitates the decision-making process in the City ECC.
- c. Contacts the Emergency Management Council of Thurston County, DAC for volunteer and religious information when needed.

6. Public Information Officer

- a. Coordinates shelter information with the City ECC Management Team, Thurston County ECC PIO, and American Red Cross.
- b. Disseminates information to the public in accordance with the emergency support functions of this plan.

C. Recovery

1. Emergency Services Coordinator

- a. Coordinates requests for assistance with appropriate state and federal agencies.
- b. Assists in determining a site for the Disaster Assistance Center and coordinates its activities.
- c. Works in coordination with religious and volunteer organizations to sustain or conclude activities.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that were needed and not available and items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies used during, after, and reorders supplies where necessary.

ESF 7 – LOGISTICS MANAGEMENT AND RESOURCE MANAGEMENT

PRIMARY AGENCY: Lacey Emergency Services Program

SUPPORT AGENCIES: Lacey Mayor, Human Resources Department, Parks and Recreation Department, Finance Department, City Attorney, American Red Cross, Religious and Volunteer Organizations, Thurston County Department of Emergency Management, Washington State Emergency Management Division

I. PURPOSE

- A. To provide coordinated logistic and administrative resource support to City departments and divisions prior to, during, and/or following an emergency or disaster.
- B. Resource support involves the procurement and allocation of resources beyond normal day to day operations. These resources include equipment, emergency relief supplies and materials, facilities, contracting services, and personnel required to support the City's departments and divisions during the response and recovery phases of an emergency or disaster. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

II. OPERATIONAL CONCEPTS

- A. All City employees are expected to report to work and/or check-in with their immediate supervisor to assist when a disaster has been declared in the city limits of Lacey. Employees may be worked out of class, but will be compensated fairly in accordance with existing bargaining agreements and FLSA.
- B. City departments/divisions will first utilize normal procedures for their day to day or mutual aid resources before requesting outside assistance. The Finance Department may assist departments by providing procedural guidance for emergency resource procurement.
 - a. The City Manager will forward major emergency resource requests to the Policy Team for policy direction. The Policy Team will establish

parameters for operational procurement. The Logistics section is responsible for the procurement of emergency resources. The Finance Section may offer support and will document the resource procurement process.

- C. Local resources will be utilized before requesting more resources from the County. When City human resources are exhausted, the ECC Management Team shall coordinate the need for the use of additional resources through Thurston County ECC.
- D. When County resources are exhausted, requests may be made to the Washington State Emergency Management Division (EMD) for additional assistance.
- E. The primary categories of resources and services deemed most essential to the City's survival and recovery from an emergency are: communications; construction and housing; food; forms of energy and power; health and medical; manpower; petroleum; transportation; water and sewer.
- F. City Departments maintain comprehensive lists of their available resources.
- G. To avoid competition and duplication of resources by the political subdivisions in the County, all religious and volunteer services shall be coordinated through the Thurston County ECC.
- H. City departments are responsible for the initial emergency care and feeding of their own employees. The ECC is responsible for the initial emergency care and feeding of volunteers. The American Red Cross is responsible for the emergency care and feeding of the general public.

III. RESPONSIBILITIES

A. Lacey Mayor

- 1. May invoke controls on resources.

B. City Attorney

- 1. Reviews emergency agreements, plans, contracts and disaster-related documents.

C. Human Resources Department

- 1. Oversees volunteer registration and dispatching as requested by the City ECC Management Team.

D. Lacey Emergency Coordination Center (ECC)

1. Coordinates resources and establishes priorities for their allocation.
2. Assesses the need for volunteer services and contacts the Emergency Management Council of Thurston County, DAC for information about and activation of volunteer organizations.
3. Provides support to the DAC as needed.

E. Religious and Volunteer Organizations

1. Interfaith Works and other Faith-based Organizations
 - a. Provide spiritual support to disaster survivors when requested.
 - b. Provide care teams to aid disaster survivors through the recovery process.
2. Amateur Radio Organizations
 - a. Provide emergency communications support.
3. American Red Cross
 - a. Lead agency for identifying, planning, coordinating, operating, staffing, and stocking disaster shelter operations facilities.
 - b. The Lacey ECC will coordinate with Thurston County ECC to designate sheltering sites and the American Red Cross will coordinate shelter opening.
4. Salvation Army and other Relief Organizations
 - a. Supports the mass care and shelter operations provided by Thurston County Emergency Management and the American Red Cross.
 - b. Keeps complete and accurate records on emergency operations, shelter inhabitants and services provided.
5. Police Reserves and Explorers
 - a. Provide search and rescue assistance. (See ESF-9)

F. County

1. Thurston County Department of Emergency Management
 - a. Organizes and facilitates the Emergency Management Council of Thurston County, DAC.

- b. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.
 2. The Emergency Management Council of Thurston County, DAC
 - a. Maintains liaison with religious and volunteer organizations to better understand the services they offer.
 - b. Coordinates requests for religious and volunteer services.

G. State

1. Washington State EMD
 - a. Requests for assistance from the State shall be coordinated through the Washington State EMD. The State EMD operates with a 24-hour duty officer who has access to information on human resources.

H. Federal

1. Federal Emergency Management Agency (FEMA)
 - a. Requests for assistance from the federal government shall be coordinated through FEMA.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
 - a. Encourages resource management support among the private sector through information programs and emergency planning.
 - b. Participates on the DAC.
 - c. Maintains liaison with necessary religious and volunteer organizations to better understand the services they offer.
 - d. Evaluates procedures submitted by religious and volunteer organizations.
2. Human Resources Department
 - a. Develops a system to organize and manage volunteers in cooperation with the Emergency Services Coordinator.
3. Each City Department
 - a. Provides updated inventories of the materials available in their department.

B. Response

1. Human Resources Department
 - a. Registers and dispatches volunteers as requested by the Lacey ECC Management Team.
2. ECC Management Team
 - a. Coordinates requests for resources and receives incoming information from damage assessment teams.
 - b. If needed, requests assistance from county, state, and federal agencies.
 - c. Coordinates requests for volunteers.
 - d. Contacts the Emergency Management Council of Thurston County, DAC for volunteer and religious information and services when needed.
3. Each City Department
 - a. Provides all available resources requested by the Lacey ECC Management Team.

C. Recovery

1. Emergency Services Coordinator
 - a. Continues to coordinate resources to effectively restore the community.
 - b. Works in coordination with religious and volunteer organizations to sustain or conclude activities.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - c. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - d. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - e. Inventories supplies, reordering supplies where necessary.

ESF 8 - MEDICAL, HEALTH, AND MORTUARY SERVICES

PRIMARY AGENCIES: Thurston County Medic One, Lacey Fire District #3, Thurston County Department of Public Health and Social Services, Thurston County Coroner, and St. Peter and Capital Medical Center Hospitals

SUPPORT AGENCIES: Lacey Police Department, Lacey Emergency Services Program, Local Funeral Directors, Local Ambulance Companies, Trucking Companies, Employee Assistance Program, Thurston County Department of Emergency Management, Emergency Management Council of Thurston County, Washington State Emergency Management Division, Washington State Department of Health, Washington State Funeral Directors' Association, Federal Emergency Management Agency, U.S. Department of Health and Human Services, Federal Bureau of Investigations, and U.S. Military Commands

I. PURPOSE

- A. To coordinate the organization and mobilization of medical, health, and mortuary services during an emergency/disaster.
- B. To meet the diverse spiritual needs of people during and following disasters.
- C. To provide local support to assist emergency welfare, medical, and other volunteer organizations

II. OPERATIONAL CONCEPTS

- A. Public health and medical services shall be the responsibility of the Thurston County Public Health and Social Services Department, Lacey Fire District #3, Thurston County Medic One, and St. Peter and Capital Medical Center Hospitals.
- B. In accordance with RCW 68.08, the County Coroner has jurisdiction over bodies of all deceased persons who come to their death suddenly when in

apparent good health. The County Coroner shall work in coordination with the Washington State Funeral Directors' Association to provide mortuary services and identification of disaster victims.

- C. Established means of transporting patients to hospital facilities shall be maintained as much as possible. This includes the use of private ambulance companies.
- D. The Thurston County Public Health and Social Services Department shall provide mental health coordination in accordance with RCW 71.05 and 71.24.
- E. The Employee Assistance Program coordinates mental health services for employees of the City of Olympia, City of Lacey, Lacey Fire District #3, and Thurston County.
- F. Mutual aid agreements shall be used when necessary to ensure adequate response.

III. RESPONSIBILITIES

A. Lacey Fire District #3

- 1. Establishes on-scene Unified Incident Command.
- 2. Maintains medical direction and communications with the base hospital physician.
- 3. Provides Basic Life Support (BLS) and Advanced Life Support (ALS) to victims.
- 4. Provides Medical Triage, Treatment and Transportation oversight within the established Incident Command structure to oversee the transportation of victims to appropriate medical facilities.
- 5. Provides aid stations at fire stations as needed. Provides personnel and supplies in conjunction with Medic One for aid stations.

B. Lacey Police Department

- 1. Provides support to the County Coroner for the identification, movement, storage, and disposition of the dead.

C. Lacey Emergency Coordination Center (ECC)

- 1. Coordinates requests for assistance and notifies City Departments and

government agencies as needed.

D. Local Funeral Directors

1. Provide mortuary services in conjunction with the County Coroner and Washington State Funeral Directors' Association.

E. Local Hospitals

1. Provide medical services and resources, and obtain assistance from surrounding hospitals.
2. Inventory and distribute medical supplies and materials.

F. Local Ambulance Companies

1. Transport patients to medical facilities as necessary.

G. Trucking Companies

1. Provide refrigerated vans as temporary morgues.

H. County

1. Thurston County Department of Public Health and Social Services
 - a. Provides services in preventative medicine and public health.
 - b. Controls communicable diseases.
 - c. Inspects health hazards in damaged buildings.
 - d. Provides temporary measures for the sanitary disposal of solid waste and other refuse.
 - e. Detects and identifies possible sources of contamination that are dangerous to the physical and mental health of the community.
 - f. Controls inspection for purity and usability of vital foodstuffs, water, drugs, and other consumables.
 - g. Inspects and gives technical advice on sanitation matters.
 - h. Ensures that public shelters have adequate sanitary facilities.
2. Thurston County Coroner
 - a. Has the overall responsibility for the care, identification, and disposition of the dead during and after disasters.
 - b. Coordinates support for mortuary services.
3. Medic One (See ESF-4)
4. Thurston County Department of Emergency Management
 - a. Initial requests for assistance shall be made through the Thurston

County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

I. State

1. Washington State Emergency Management Division
 - a. Requests for assistance from the State shall be coordinated through the Washington State Emergency Management Division.
2. Washington State Department of Health
 - a. Provides for the recording and preservation of death records for all Washington State citizens.
 - b. Assists in the coordination of all public health activities in the state.
 - c. Under the provision of RCW 43.20.010 the Secretary, has "the same authority as local health officers."

J. Federal

1. Federal Emergency Management Agency (FEMA)
 - a. Coordinates federal resources needed to support local public health activities.
 - b. Coordinates federal resources needed to support local mortuary activities.
2. U.S. Department of Health and Human Services (HHS)
 - a. Assists state and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect, and pest control, care of the sick and injured, and control of communicable diseases.
3. Federal Bureau of Investigations (FBI)
 - a. Provides victim identification services.
4. U.S. Military Commands
 - a. Provides manpower, equipment, and facilities to support local processing, handling, and disposition of the dead.
 - b. Assistance from military commands and other federal agencies shall be requested in accordance with ESF-20 of this plan.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
 - a. Maintains liaison with government agencies and the private sector to ensure a well coordinated response.
 - b. Evaluates procedures submitted by religious and volunteer organizations.
 - c. Supervises the development of the procedures used to carry out this ESF.

B. Response

1. Lacey Fire District #3
 - a. Establishes on-scene Unified Incident Command.
 - b. Provides Basic Life Support (BLS) and Advanced Life Support (ALS) to victims.
 - c. Manages Medical Triage, Triage Treatment and Transportation to ensure the victims are transported to appropriate medical facilities.
 - d. Provides aid stations at fire stations as needed. Provides personnel and supplies in conjunction with Medic One for aid stations.
2. Police Department
 - a. Provides support to the County Coroner for the identification, movement, storage, and disposition of the dead.
3. ECC Management Team
 - a. Coordinates requests for assistance and notifies City Departments and government agencies as needed.
 - b. Maintains liaison with religious and volunteer organizations to better understand the services they offer.
 - c. Contacts the Emergency Management Council of Thurston County, DAC for volunteer and religious information or services.

C. Recovery

1. Emergency Services Coordinator
 - a. Continues to coordinate medical, health, and mortuary services.
 - b. Works in coordination with religious and volunteer groups to sustain or conclude activities.

D. Evaluation

1. Each City Department and Partnering Agency
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 9 - SEARCH AND RESCUE

PRIMARY AGENCIES: Lacey Police Department, Lacey Fire District #3

SUPPORT AGENCIES: Lacey Public Works Department, Lacey Emergency Services Program, Police Reserves and Explorers, Thurston County Search and Rescue Council, and Washington State Emergency Management Division

I. PURPOSE

- A. To provide for the coordination and effective utilization of search and rescue resources.

II. OPERATIONAL CONCEPTS

- A. The Lacey Police Department and Lacey Fire District #3 coordinate all search and rescue efforts in the City.
- B. When local resources are expended, the Washington State Emergency Management Division (EMD) shall coordinate resources from elsewhere in the State.
- C. Search and Rescue headquarters shall be at the Lacey Emergency Coordination Center (ECC) or an Incident Command Center.

III. RESPONSIBILITIES

A. Lacey Police Department

- 1. Identifies equipment and supply needs, and ensures availability of convenient staging locations.
- 2. Trains volunteers in search and rescue skills.
- 3. Maintains a list of potential volunteers to be called if needed.
- 4. Informs the Lacey Emergency Services Coordinator or ECC Management Team about resource needs.
- 5. Maintains records of search and rescue missions.

6. Coordinates search and rescue activities with the Thurston County Search and Rescue Council.

B. Police Reserves and Explorers

1. Provides traffic and crowd control.
2. Provides other assistance as requested.

C. Lacey Fire District #3

1. Identifies equipment and supply needs, and ensures availability of convenient staging locations.
2. Recruits and trains volunteers in search and rescue skills.
3. Maintains a list of potential volunteers to be called if needed.
4. Informs the Lacey Emergency Services Coordinator or ECC Management Team about resource needs.
5. Maintains records of search and rescue missions.
6. Coordinates search and rescue activities and training with the Thurston County Search and Rescue Council.
7. Extricates trapped persons.
8. Renders essential medical aid.
9. Accomplishes rescue tasks commensurate with the situation and capabilities.

D. Lacey Public Works Department

1. Clears debris and facilitates rescue operations if resources are available.
2. Accomplishes other tasks commensurate with the situation and capabilities.

E. Lacey Emergency Services Coordinator or EOC Management Team

1. Ensures that the Washington State EMD has been notified and a mission number has been obtained.
2. Coordinates requests for assistance from other jurisdictions.

F. County

1. Thurston County Search and Rescue Council
 - a. Coordinates search and rescue activities and training with local governments.

G. State

1. Washington State EMD
 - a. Issues a mission number for search and rescue operations.
 - b. Prioritizes and coordinates search and rescue resources throughout the State.

IV. CITY FUNCTION BY TIME PHASE**A. Mitigation and Preparedness**

1. Police Department
 - a. Maintains search and rescue procedures.
 - b. Identifies search and rescue activities, equipment, and supplies necessary to support emergency operations.
 - c. Trains volunteers to support search and rescue activities.
 - d. Coordinates search and rescue activities with the Thurston County Search and Rescue Council.
2. Police Reserves and Explorers
 - a. Train and prepare to support search and rescue activities.
3. Lacey Fire District #3
 - a. Maintains search and rescue procedures.
 - b. Identifies search and rescue activities, equipment, and supplies necessary to support emergency operations.
 - c. Recruits and trains volunteers to support search and rescue activities.
 - d. Coordinates search and rescue activities and training with the Thurston County Search and Rescue Council.
4. Emergency Services Coordinator
 - a. Implements programs for educating emergency services staff and the general public on survival skills.

B. Response

1. Police Department
 - a. Provides an Incident Commander for search and rescue missions.
 - b. Deploys necessary personnel and equipment for search and rescue activities.
2. Police Reserves and Explorers
 - a. Provides search and rescue activities under the direction and control of the Police Department.
3. Lacey Fire District #3
 - a. Provides emergency medical services to search and rescue activities.
 - b. Deploys all necessary personnel and equipment for search and rescue activities.
 - c. Extricates trapped victims.
4. Public Works Department
 - a. Removes debris and facilitates rescue operations if resources are available.
 - b. Provides barricades and traffic inhibitors as requested by the Search and Rescue Incident Commander.
5. Emergency Services Coordinator or ECC Management Team
 - a. Ensures that the Washington State EMD has been contacted and a mission number has been obtained.
 - b. Coordinates requests for equipment and manpower with the Washington State EMD.

C. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 10 – HAZARDOUS MATERIALS

PRIMARY AGENCIES: Lacey Fire District #3

SUPPORT AGENCIES: County Department of Public Health and Social Services, Department of Ecology, Department of Fish and Wildlife, Washington State Patrol, Lacey Emergency Services Program, Department of Labor and Industries, Washington State Emergency Management Division

I. PURPOSE

- A. To ensure coordination of local government actions when responding to incidents involving hazardous substances or materials.

II. OPERATIONAL CONCEPTS

A. City of Lacey

1. The City will use available resources to control hazardous materials. The initial emergency response effort is the responsibility of local government. The spill response effort (clean-up) is made in coordination with Federal, State, and private agencies.
2. Lacey Fire District #3 is the lead agency for hazardous materials emergency response in the City of Lacey. The senior fire officer at the scene serves as the initial Incident Commander.
3. Other departments provide support to the Fire Department at the request of the Fire Chief and/or members of the Emergency Coordination Center.
4. If evacuation is necessary, evacuation plan and procedures will be carried out. (see ESF-24)

B. State

1. State agencies will be utilized if local resources are inadequate to respond to a hazardous materials incident. State resources are also used to coordinate the spill response of the incident. Agencies which may respond include, but are not limited to, the following:

- a. Department of Ecology
 - b. Department of Social and Health Services (when material is radioactive).
 - c. Department of Fisheries (when the material is near or upstream from a fisheries facility).
 - d. Washington State Patrol (has primary jurisdiction over all hazardous materials incidents).
 - e. Department of Labor and Industries (when employees are exposed to the material).
2. All State services are coordinated through the Washington State Emergency Management Division (EMD). The EMD maintains 24-hour capability to receive notification of incidents and requests for assistance.
 3. The utilization of State resources shall be in accordance with the State Comprehensive Emergency Management Plan.
- C. Federal
1. Federal agencies will be utilized if State and local resources are inadequate to respond to a hazardous materials incident. Agencies which may respond include, but are not limited to, the following:
 - a. Environmental Protection Agency.
 - b. Nuclear Regulatory Commission (when material is radioactive).
 2. All Federal services are coordinated through the Federal Emergency Management Agency (FEMA).

III. RESPONSIBILITIES

A. Lacey Fire District #3

Lacey Fire District #3 provides initial response, size-up and investigation duties at the Hazardous Materials Operations level. The fire department incident commander will request notification of Washington State Patrol for mitigation of any incidents requiring intervention at the Hazardous Materials Technician level.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Lacey Fire District #3

- a. Trains personnel to respond to hazardous materials incidents to determine nature and resource requirements.
 1. All recruit personnel trained to Awareness level.
 2. All personnel trained to Operational (defensive) level.

B. Response

1. Lacey Fire District #3
 - b. Sends personnel to hazardous materials incidents to determine nature and resource requirements.
 - c. May establish perimeter to secure scene awaiting proper resources.

C. Recovery

1. Lacey Fire District #3
 - a. Works in cooperation with State and Federal agencies and/or industry representatives to assure proper community safety.
2. Emergency Services Coordinator
 - a. Acts as a liaison for Federal, State, and local agencies in the recovery phase.

D. Evaluation

1. Each City Department and supporting or cooperating agency
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 11 – AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCIES: Lacey Emergency Services Program, American Red Cross, Lacey Public Works Department

SUPPORT AGENCIES: Religious and Volunteer Organizations, Thurston County Department of Public Health and Social Services, Thurston County Department of Emergency Management, Emergency Management Council of Thurston County, Thurston County Food Banks, State Department of Agriculture, State Department of General Administration, State Department of Health Services, State Emergency Management Division, U.S. Department of Agriculture

I. PURPOSE

- A. To provide guidance and coordination for:
 - 1. Emergency provision of nutritional assistance.
 - 2. Coordinated animal and plant disease and pest response.
 - 3. Assurance of food safety and security.
 - 4. Protection of natural and cultural resources and historic properties.

II. SCOPE

ESF 11 functions include, but are not limited to:

- A. Emergency provision of nutritional assistance:
 - 1. Obtain appropriate food supplies.
 - 2. Coordinate for delivery of food supplies.
 - 3. Coordinate with ESF 6 – Mass Care, Housing, and Human Services.
- B. Animal and plant disease and pest response
 - 1. Coordinate emergency response with Thurston Department of Public

- Health and Social Services.
2. Coordinate with ESF 8 – Medical, Health, and Mortuary Services.
- C. Assurance of food safety and security
1. Coordinate the inspection and verification of food safety.
 2. Assist in laboratory analysis of food samples, control of products suspected to be adulterated, plant closures, food-borne disease surveillance, and field investigations.
- D. Protection of natural and cultural resources and historic properties and coordination with the appropriate agency for the protection and preservation of:
1. Water and terrain ecosystems
 2. Hydrology and hydroelectric resources
 3. Farmlands
 4. Endangered species
 5. Fish, wildlife, plants, and their habitats
 6. Historic and archeological landmarks
 7. Tribal reservations

III. OPERATIONAL CONCEPTS

- A. The Lacey ECC Team shall coordinate with Thurston County EMD to facilitate the delivery of services, technical assistance, expertise, and other support for emergency operations.
1. Food, water, and donated goods shall be provided through mass care processes when individual services cannot be provided.
 2. The period of time that mass care shall be provided is expected to be relatively short, usually less than a week.
- B. The Thurston County Department of Public Health and Social Services may

need to escalate public health and safety inspections and surveillance. The type and number will be dependent on the cause and impact of the emergency or disaster.

1. Public Health and Social Services shall provide information about preventing food, water, crops, and livestock contamination, as well as information and recommendations for the safe storage of food.
- C. In a "State of Emergency" proclaimed by the Governor, the State shall provide support consistent with its capabilities. In a Federal "Emergency" or a "Major Disaster," the Federal government shall provide support consistent with its capabilities.
- D. The Lacey ECC Team will work closely with the American Red Cross Mount Rainier Chapter and other disaster relief organizations for mass feeding and sheltering of individuals unable to provide for themselves as a result of an emergency or disaster.
1. Emergency food stocks shall be purchased or procured in accordance with the provisions of RCW 38.52.070.
 2. Food stocks may be managed in cooperation with Thurston County Food Banks.
- E. The City Department of Public Works shall coordinate water resources.
1. Following an earthquake, water must be considered contaminated due to possible line breaks until inspected.
- F. During an emergency/disaster, the public will donate goods. Depending on the quantity of the donations, the amount of donated goods may overwhelm the agencies attempting to manage them.
1. The Lacey ECC Logistics Section shall oversee the collection and distribution of donated goods.

IV. RESPONSIBILITIES

A. Lacey Emergency Coordination Center (ECC)

1. Coordinates the provision of food and water, and the collection and distribution of donated goods for households or mass-feeding meal services.

2. Priority of providing food and water will be to areas of critical need as established by Command staff in the Incident Action Plans, which may include emergency shelters, medical facilities, emergency responders in the field, or other groups/areas as determined.
3. Informs appropriate departments/agencies of the need to coordinate food, water, and donated goods.
4. Notifies Thurston County Food Banks of the possible need to activate and coordinate food distribution.
5. Coordinates with the Washington State Emergency Management Division in the development of local programs for managing food, water and donated goods.
6. Supports agencies such as the American Red Cross and Salvation Army in their provision of mass care.
7. Coordinates holding sites or staging areas for donated goods and determining distribution sites.
 - a. City employees may be requested to assist in the transportation of food and water to distribution sites as directed through the ECC.

B. Lacey Public Information Officer (PIO)

1. Disseminates emergency public information in conjunction with the State Emergency Public Information Officer.

C. American Red Cross, Salvation Army, and other relief organizations

1. Maintains food and water inventories.
2. Coordinates and provides mass feeding services for victims unable to provide for themselves as a result of an emergency or disaster.
3. Establishes shelters in coordination with Thurston County Emergency Management Division.

D. County

1. Thurston County Department of Emergency Management
 - a. Coordinates requests for County assistance.
2. Thurston County Department of Public Health and Social Services
 - a. Ensures that water, food, and other commodities are safe and within

- acceptable levels of contamination.
 - b. Inspects (if available) donated goods with the Department of Agriculture.
3. Washington State University, County Extension Agency
 - a. Coordinates the County response to agricultural issues.

E. State

1. Washington State Emergency Management Division
 - a. Alerts appropriate State agencies of the possible need for emergency food distribution and/or potential contamination of food resources.
2. Washington State Department of Agriculture
 - a. Checks food processing and distribution areas and facilities for injurious contamination.
 - b. Inspects the integrity of farm products following disaster.
 - c. Assists in the control of animal and plant diseases during the post-disaster period.
3. Washington State Department of General Administration
 - a. Provides food for mass feeding or distribution.
4. Washington State Department of Public Health
 - a. Supplements local health agencies in the regulation and inspection of consumable food.

F. Federal

1. U.S. Department of Agriculture (USDA)
 - a. Coordinates with the food industry to ensure the integrity of the production, processing, and distribution of primary food resources following an emergency/disaster.
 - b. Identifies reserve food resources and distributes food supplies to support State emergency mass feeding operations in accordance with established procedures.
2. U.S. Army Corps of Engineers and Dept. of Health and Human Services
 - a. Coordinates the development of emergency plans and usable water supplies during emergencies.

V. CITY FUNCTION BY TIME PHASE

A. Preparedness and Mitigation

1. Emergency Services Coordinator
 - a. Coordinates planning efforts with volunteer organizations and government agencies to ensure the efficient management of food, water, and donated goods.

B. Response

1. ECC Management Team
 - a. Coordinates the collection and distribution of food, water, and donated goods.
 - b. Requests assistance from county, state, and federal agencies using appropriate emergency management procedures.

C. Recovery

1. Emergency Services Coordinator
 - a. Phases out mass care activities as needed.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 12 – ENERGY AND UTILITIES

PRIMARY AGENCY: Lacey Public Works Department

SUPPORT AGENCIES: Lacey City Mayor, Lacey Manager's Office, Lacey Emergency Services Program, Thurston County Department of Public Works, Thurston County Department of Emergency Management, Washington State Utilities and Transportation Commission, Washington State Energy Office, Washington State Emergency Management Division, U.S. Department of Energy, U.S. Army Corps of Engineers, U.S. Department of Health and Human Services, U.S. Department of the Interior, Puget Sound Energy, CenturyLink, and LOTT Sewage Treatment Plant, Comcast

I. PURPOSE

- A. To provide for the effective utilization and restoration of telephone, cable television, electricity, water, natural gas, and petroleum products required to meet essential needs.

II. OPERATIONAL CONCEPTS

- A. The Pacific Northwest's electric utilities comprise a highly organized network of public and private generating and distribution facilities. This network is called the Northwest Power Pool. Puget Sound Energy supplies electricity to Thurston County and is part of that pool.
- B. CenturyLink and Comcast provide landline telecommunications service to the Lacey area.
- C. The Department of Public Works, Water/Wastewater Division provides water service and wastewater transmission to most of Lacey and portions of the Lacey Urban Growth Area.
- D. The LOTT Sewage Treatment Plant serves the Lacey, Olympia, Tumwater, and Thurston County region. It is administered by representatives from each jurisdiction.

- E. Natural gas is provided to the Lacey area by Puget Sound Energy.
- F. Essential emergency operations will have priority for utility and energy use.
- G. When the City energy and utility resources are exhausted, additional resources will be requested through the Thurston County Emergency Coordination Center (ECC) and State EOC.

III. RESPONSIBILITIES

A. Lacey Public Works Department

- 1. The Director of Public Works appoints a City Utilities Coordinator to work with the County Utilities Coordinator to coordinate all utility resources.
- 2. All policies and procedures for the dissemination and repair of water services and the repair of wastewater transmission lines are the responsibility of the Public Works Department.

B. City Policy Team

- 1. Directs and controls all policy regarding utilities in the City.

C. Lacey Emergency Coordination Center

- 1. The City ECC Management Team shall take appropriate actions to request assistance. Initial requests shall be made through the Thurston County Department of Emergency Management.

D. Lacey Public Information Officer (PIO)

- 1. Disseminates emergency information to the public through the Emergency Alert System (EAS) and other communications systems.

E. County

- 1. Thurston County Department of Public Works
 - a. The Thurston County Director of Public Works appoints a Utilities Coordinator for the County. The roles and responsibilities of the Utilities Coordinator are listed in the Thurston County Comprehensive Emergency Management Plan.

- b. The County Utilities Coordinator will not direct policy for water use within the City of Lacey system.
- 2. Thurston County Department of Emergency Management
 - a. Initial requests for assistance shall be made through the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

F. State

- 1. Washington State Utilities and Transportation Commission
 - a. Maintains close working relations with energy and utility providers.
 - b. Serves as a consumer advocate to increase cooperation and coordination with energy and utility providers.
 - c. Operates a toll-free consumer services line, 1-800-562-6150.
- 2. Washington State Energy Office
 - a. Disseminates energy and utility information to the public in coordination with the City Public Information Officer.
- 3. Washington State Emergency Management Division
 - a. Coordinates resources for local government.

G. Federal

- 1. U.S. Department of Energy
 - a. Administers the Emergency Electric Power Administration, which ensures the State's power needs are met during an emergency.
- 2. U.S. Army Corps of Engineers and Dept. of Health and Human Services
 - a. Coordinate the development of emergency plans and usable water supplies during emergencies.
- 3. U.S. Department of the Interior
 - a. Administers the Emergency Petroleum and Gas Administration which ensures effective use of natural gas during an emergency.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. City Utilities Coordinator
 - a. In cooperation with the County Utilities Coordinator, ensures the availability of diagrams and maps, applicable to utilities.
 - b. Maintains liaison with the local energy and utility providers.

B. Response

1. City Utilities Coordinator
 - a. Identifies energy and utility resources that are in short supply and reports that information to the City ECC and the County Utilities Coordinator.
 - b. Compiles and forwards Damage Reports and Operational Situation Reports.
 - c. Coordinates a program to store and dispense water for emergency and domestic use.
2. ECC Management Team
 - a. Coordinates information and resources.
 - b. Supports field operations.
 - c. Requests resources from county, state, and federal agencies when needed.
3. Public Information Officer
 - a. Disseminates energy and utility information to the public in coordination with the State Energy Office.
 - b. Executes a public information program that controls misinformation, distributes information, and coordinates information before its release.

C. Recovery

1. Emergency Services Coordinator
 - a. Coordinates requests for assistance with appropriate state and federal agencies.
 - b. Phases out emergency activities as needed.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 13 – 19 RESERVED

**ESFs 13 – 19 have been reserved by FEMA
for possible expansion of the Federal ESFs.**

ESF 20 – MILITARY SUPPORT

PRIMARY AGENCY: Lacey Emergency Services Program

SUPPORT AGENCIES: Lacey City Mayor and Council, Washington National Guard, Fort Lewis Readiness Group, Washington State Emergency Management Division, and U.S. Military Commands

I. PURPOSE

- A. To provide for effective use of military assistance to civil authorities during emergencies/disasters.

II. OPERATIONAL CONCEPTS

- A. The Governor is the Commander-in-Chief of the Washington National Guard and has the authority to activate the Washington National Guard to assist local governments.
- B. Military assistance is a measure which compliments, but does not substitute for, local government participation in disaster operations.
- C. All military operations and support shall be conducted under the existing military structure. Military commanders shall retain command of their military organization. A military commander may accept missions from civilian agencies and determine the military organization's role. However, the operations shall be carried out using the military chain of command.
- D. Requests for military assistance shall be made through the State Emergency Operations Center (EOC). These requests shall first be routed to the Military Department. If National Guard forces can not accomplish the requests, a request for federal assistance shall be made to the Readiness Group, Joint Base Lewis McChord (JBLM).
- E. Emergency conditions that might cause the Governor to activate the National Guard are described in the Washington Comprehensive Emergency Management Plan (CEMP), ESF-20, Operational Concepts.

III. RESPONSIBILITIES

A. City Mayor and Council

1. Makes the appropriate emergency proclamations to authorize use of military services.

B. Lacey Emergency Coordination Center

1. The City ECC Management Team shall take appropriate actions to request military assistance.
2. The City ECC Management Team shall provide Operational Situation Reports to the Washington State Emergency Management Division, which describes local conditions and military needs.

C. State

1. Washington State Emergency Management Division
 - a. Coordinates requests for military assistance.

D. Federal

1. U.S. Military Commands
 - a. Provides personnel and resources to the City for emergency response and recovery operations.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
 - a. Maintains liaison with military departments and authorities to ensure cooperative and efficient use of their services and resources.

B. Response

1. City Mayor and Council
 - a. Makes emergency proclamations in support of military assistance.

2. ECC Management Team
 - a. Evaluates conditions and coordinates information.
 - b. Supports field operations.
 - c. Requests military assistance when needed.

C. Recovery

1. Emergency Services Coordinator
 - a. Coordinates requests for assistance with appropriate state and federal agencies.
 - b. Phases out military support as needed.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 21 – RECOVERY AND RESTORATION

PRIMARY AGENCIES: Lacey Community Development Department,
Lacey Public Works Department

SUPPORT AGENCIES: Lacey Mayor and City Council, Lacey City
Manager's Office, Lacey City Attorney, Lacey
Finance Department, Lacey Emergency Services
Program, County Assessor's Office, County
Department of Public Health and Social Services,
Washington State Emergency Management
Division, and Federal Emergency Management
Agency

I. PURPOSE

- A. To provide a City-wide system to collect, report, and evaluate the emergency/disaster situation.
- B. To provide administrative procedures for the support of emergency services by City departments during emergencies and disasters.
- C. To provide fiscal management in order to support timely emergency response efforts.

II. OPERATIONAL CONCEPTS

- A. Response and support agencies shall give periodic or as needed situation reports as needed to the Lacey Emergency Coordination Center (ECC), Planning Section. (It is anticipated that situation reports will be initially provided 4 times per day/24 hrs. The frequency of reports will reduce as warranted by the ECC)
- B. Reports to be completed may include, but are not limited to:
 1. Damage Reports -- indicate the location, severity and type of incident, time and date of occurrence, and actions taken.
 2. Operational Situation Reports -- briefly outline significant operational conditions, status, critical shortages, problems, and anticipated assistance needs (See the Washington State Emergency Management Division, Disaster Assistance Guide).
 3. All information shall be coordinated with the City Public Information

Officer (See Appendix 2, Public Information).

- C. The existing framework of Lacey's government is retained during an emergency or disaster. As directed by the City Manager, emergency services activities are expanded, while many of the less essential administrative activities of the City government are suspended or curtailed.
- D. City Department Directors continue to act in their respective capacities. As reflected in the Basic Plan, all City employees may assume additional duties.
- E. Employees not required for essential duties in their regular departments may be temporarily assigned to duties in other departments having important and essential emergency functions. Supervisors will route lists of available employees to the ECC for assignments as needed. The request for assistance for additional employees will come from section supervisors of the Departments in need of assistance to the ECC.
- F. The Finance Director is responsible for developing fiscal procedures in compliance with RCW 38.52.070, under the direction and control of the City Manager.
- G. Financial assistance, manpower, and equipment may be granted to the City by State and/or Federal programs. Any such assistance under the authority of RCW 38.52 shall be in accordance with the State of Washington Comprehensive Emergency Management Plan.
- H. Upon a declaration of emergency, the Finance Department shall activate its emergency/disaster purchase order procedures immediately and coordinate with the City ECC Management Team.
- I. Emergency fiscal transactions shall be assigned emergency/disaster purchase order numbers to distinguish them from other regular purchase orders.
- J. A tracking system shall be established by the Finance Department to report equipment usage and personnel costs, in accordance with the Federal Emergency Management Agency, Damage Survey Reports.

III. RESPONSIBILITIES

A. Lacey Mayor and City Council

- 1. Responsible for making an emergency proclamation when control of the situation is beyond the capabilities of City resources. A verbal declaration of emergency by the Mayor will suffice during the initial

stages of an emergency/disaster. However, a signed copy of the declaration must be filed with the Washington State Emergency Management Division (EMD) as soon as possible.

2. Officially accept aid from State and Federal sources by acknowledging its receipt when required by State or Federal procedures.

B. Lacey City Attorney

1. Provides legal advice to Department Directors for the preparation of their emergency administrative procedures.

C. Lacey Community Development Department, Building Division

1. Leads damage assessment, evaluation, and information collection for public and private buildings.
2. Provides situational reports to the City ECC Planning Section on a regular basis.

D. Lacey Public Works Department

1. Leads damage assessment, evaluation and information collection for roadways, public property, and City-owned utilities. Communicate with PSE and other local private utilities to share damage assessment information.
2. Provides situational reports to the City ECC Planning Section on a regular basis.

E. Lacey Emergency Services Coordinator

1. Provides technical advice and assistance to other departments in the preparation of their emergency administrative procedures.
2. Provides assistance and coordination of any training necessary to prepare employees for emergency/disaster duties.

F. Lacey Emergency Coordination Center

1. The City ECC Management Team
 - a. Lacey's Risk Manager ensures that copies of emergency proclamations are sent to the Washington State EMD by law enforcement teletype, mail or hand delivery.
 - b. Ensures that damage reports are forwarded to the Washington State EMD.
 - c. Collects and evaluates reports from damage assessment personnel and forward information through emergency services channels.

2. Finance Section Chief
 - a. Conducts all financial transactions in coordination with the City Manager.
 - b. Assumes custody of all funds received by State and Federal sources.
 - c. Maintains records of all transactions. Preservation of such records shall be in accordance with Appendix 1, Continuity of Government.

G. Each Department Director

1. Prepares and maintains emergency administrative procedures for his/her department.

H. Each City Department

1. Continues their normal functions, expanding or curtailing the scope of the function as the situation demands.
2. Estimates the current status of the emergency as it relates to their responsibilities and resources within its own service area.
3. Regularly updates the City ECC Planning Section with disaster information.

I. County

1. Thurston County Assessor's Office
 - a. Provides maps, file information, and damage assessment information to the Lacey ECC and, upon request, to the Thurston County ECC.
2. Thurston County Department of Public Health and Social Services
 - a. Coordinates the collection, reporting, and analysis of health impacts.

J. State

1. Washington State EMD
 - a. Forwards information and reports to appropriate state and federal agencies.

K. Federal

1. Federal Emergency Management Agency
 - a. Provides federal-agency support and participation for damage assessments and surveys.
 - b. Coordinates federal-agency, emergency-response, resources and recovery programs.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator (Lacey Risk Manager)
 - a. Coordinates planning efforts among City Departments to ensure clarity of assessment roles.
 - b. Provides assistance and coordination to departments preparing emergency administrative procedures.
2. Finance Department
 - a. Establishes a tracking system for emergency-related personnel and equipment costs.
3. City Manager
 - a. Coordinates emergency fiscal procedures with appropriate departments.
4. City Attorney
 - a. Provides legal advice to Department Directors for the preparation of their emergency administrative procedures.
5. Each City Department
 - a. Will coordinate with the Emergency Management Team to develop procedures for their respective Emergency Support Functions.

B. Response

1. Public Works Department
 - a. Deploys Damage Assessment Teams for Public infrastructure.
 - b. Fills out appropriate forms and forwards them to the City ECC Planning Section.
2. Community Development Department, Building Division
 - a. Deploys Damage Assessment Teams for public and private buildings.
 - b. Fills out appropriate forms and forwards them to the City ECC Planning Section.
3. ECC Management Team
 - a. Forwards appropriate information to the Washington State EMD.
 - b. Ensures that appropriate forms are filled out in a timely manner (see the Washington State EMD, Disaster Assistance Guide).
 - c. Coordinates the requests for and receipt of emergency assistance from state and federal sources.

4. Each Department Director
 - a. Activates emergency administrative procedures for his/her department as necessary.
 - b. Reports any available personnel or equipment to the City ECC Management Team for assignment.

5. Each City Department
 - a. Collects information about the situation from its assigned emergency/disaster sites, and reports estimates to the City ECC Planning Section.
 - b. Verifies and inspects all shipments of equipment, materials, and supplies received for the emergency.

C. Recovery

1. Emergency Services Coordinator
 - a. Continues to coordinate information and forward it to the Washington State EMD.

2. City Manager
 - a. In coordination with the Finance Director, controls the replacement of emergency fiscal procedures with normal fiscal procedures as necessary.

3. Emergency Services Coordinator
 - a. Under the direction and control of the City Manager, phases out emergency administrative functions as appropriate.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 22 – LAW ENFORCEMENT

PRIMARY AGENCY: Lacey Police Department

SUPPORT AGENCIES: Lacey Public Works Department, Lacey Emergency Services Program, Lacey Fire District #3, Thurston County Department of Emergency Management, Washington State Police, and Washington State Emergency Management Division

I. PURPOSE

- A. To provide for the effective coordination of local law enforcement operations.
- B. To provide support for State law enforcement operations.
- C. To utilize local law enforcement communications resources to support emergency operations.

II. OPERATIONAL CONCEPTS

- A. During major disasters, law enforcement agencies shall continue to perform daily operations. However, due to the seriousness of a disaster, assistance from other jurisdictions may be required.
- B. If a disaster occurs within the City limits, the Police Chief may exercise complete police authority as prescribed by law.
- C. Assisting law enforcement agencies shall operate under the direction and control of the Lacey Police Department Commander.
- D. Commanding officers from each law enforcement agency shall coordinate the efforts of their units following the direction of the Lacey Police Department Commander.
- E. When City resources are strained, assistance from the Washington State Patrol may be requested. The initial request shall be coordinated through TCOMM.

- F. In accordance with the State Comprehensive Emergency Management Plan, various county, state, and federal agencies may provide support to local law enforcement. Such services shall be requested through the Thurston County DEM.
- G. The Police Department has communication links between its headquarters and its mobile units on a 24-hour basis. This becomes a valuable resource during a disaster situation.

III. RESPONSIBILITIES

A. Lacey Police Department

- 1. Assists Lacey Fire District #3 in developing and maintaining search and rescue capabilities by using paid and volunteer personnel. (See ESF-4)
- 2. Controls traffic before, during, and after emergencies.
- 3. Maintains necessary mutual aid agreements with other jurisdictions.
- 4. Assists the County Coroner in necessary investigation, identification, and management of deceased persons.
- 5. Investigates crime.
- 6. Provides security for the City ECC if necessary.
- 7. Notifies the Lacey Emergency Services Coordinator of major police emergencies.

B. Lacey Fire District #3

- 1. May conduct non-threatening police duties as necessary.

C. Other City Departments

- 1. May conduct non-threatening police duties as necessary.

D. Lacey Emergency Coordination Center

- 1. The City ECC Management Team shall coordinate requests for law enforcement assistance from other jurisdictions.

E. County

1. Thurston County Department of Emergency Management
 - a. Initial requests for assistance shall be made through the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

F. State

1. Washington State Emergency Management Division
 - a. Provides resources and support to local law enforcement.

IV. CITY FUNCTION BY TIME PHASE**A. Mitigation and Preparedness**

1. Police Department
 - a. Develops and conducts training programs.
 - b. Determines an inventory of available equipment and manpower making note of existing and projected deficiencies.
 - c. Reports all deficiencies to the Lacey Emergency Services Coordinator.
 - d. Assists Lacey Fire District #3 in developing search and rescue capabilities (See ESF-4, Fire Services and ESF-9, Search and Rescue).
 - e. Coordinates search and rescue capabilities with the Thurston County Search and Rescue Council (See ESF-9, Search and Rescue).
 - f. Develops department emergency procedures that address how the Police Department will perform during an emergency/disaster.
2. Emergency Services Coordinator
 - a. Reviews plans and procedures for law enforcement.

B. Response

1. Police Department
 - a. Controls traffic.
 - b. Maintains order in and around the emergency area.
 - c. The Police Chief or his/her designee reports to the City ECC to coordinate law enforcement responses.
2. ECC Management Team
 - a. Coordinates law enforcement functions with City Departments and the County, State, and Federal government.

3. Lacey Fire District #3
 - a. Provides personnel for non-threatening law enforcement activities as requested.
4. Each City Department
 - a. Provides personnel for non-threatening law enforcement activities as requested.

C. Recovery

1. Police Department
 - a. Investigates crime.
 - b. Maintains order, controls traffic.
2. Emergency Services Coordinator
 - a. Phases out inter-agency law enforcement activities in coordination with the Police Department when it is no longer needed.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 23 – DAMAGE ASSESSMENT

PRIMARY AGENCIES: Lacey Community Development Department,
Lacey Public Works Department

SUPPORT AGENCIES: Lacey City Manager's Office, Lacey Finance
Department, Lacey Emergency Services Program,
County Assessor's Office, County Department of
Public Health and Social Services, Washington
State Emergency Management Division, and
Federal Emergency Management Agency

I. PURPOSE

- A. To provide a City-wide system to collect, report, and evaluate the emergency/disaster situation.

II. OPERATIONAL CONCEPTS

- A. Response and support agencies shall give periodic situation reports to the Lacey Emergency Coordination Center (ECC), Planning Section.
- B. Reports to be completed may include, but are not limited to:
 - 1. Damage Reports -- indicate the location, severity and type of incident, time and date of occurrence, and actions taken.
 - 2. Operational Situation Reports -- briefly outline significant operational conditions, status, critical shortages, problems, and anticipated assistance needs (See the Washington State Emergency Management Division, Disaster Assistance Guide).
 - 3. All information shall be coordinated with the City Public Information Officer who may then release the information to the public or other interested parties (See Appendix 2, Public Information).

III. RESPONSIBILITIES

A. Lacey Community Development Department, Building Division

- 1. Leads damage assessment, evaluation, and information collection for public and private buildings.
- 2. Provides situational reports to the City ECC Planning Section on a

regular basis.

B. Lacey Public Works Department

1. Leads damage assessment, evaluation and information collection for roadways, public property, and City-owned utilities.
2. Provides situational reports to the City ECC Planning Section on a regular basis.

C. Lacey Emergency Coordination Center

1. The City ECC Management Team
 - a. Lacey's Risk Manager shall ensure that copies of emergency proclamations are sent to the Washington State EMD by law enforcement teletype, mail or hand delivery.
 - b. The City ECC Management Team shall collect and evaluate reports from damage assessment personnel and forward information through emergency services channels, including Washington State EMD.

D. Each City Department

1. Estimates the current status of the emergency as it relates to their responsibilities and resources within its own service area.
2. Regularly updates the City ECC Planning Section with disaster information.

E. County

1. Thurston County Assessor's Office
 - a. Provides maps, file information, and damage assessment information to the Lacey ECC and, upon request, to the Thurston County ECC.
2. Thurston County Department of Public Health and Social Services
 - a. Coordinates the collection, reporting, and analysis of health impacts.

F. State

1. Washington State EMD
 - a. Forwards information and reports to appropriate state and federal agencies.

G. Federal

1. Federal Emergency Management Agency

- a. Provides federal-agency support and participation for damage assessments and surveys.
- b. Coordinates federal-agency, emergency-response, resources and recovery programs.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator (Lacey Risk Manager)
 - a. Coordinates planning efforts among City Departments to ensure clarity of assessment roles.
2. Finance Department
 - a. Establishes a tracking system for emergency-related personnel and equipment costs.
3. Each City Department
 - a. Will coordinate with the Emergency Management Team to develop procedures for their respective Emergency Support Functions.

B. Response

1. Public Works Department
 - a. Deploys Damage Assessment Teams for public infrastructure.
 - b. Fills out appropriate forms and forwards them to the City ECC Planning Section.
2. Community Development Department, Building Division
 - a. Deploys Damage Assessment Teams for public and private buildings.
 - b. Fills out appropriate forms and forwards them to the City ECC Planning Section.
3. ECC Management Team
 - a. Forwards appropriate information to the Washington State EMD.
 - b. Ensures that appropriate forms are filled out in a timely manner. (see the Washington State EMD, Disaster Assistance Guide)
4. Each City Department
 - a. Collects information about the situation from its assigned emergency/disaster sites, and reports estimates to the City ECC Planning Section.

C. Recovery

1. Emergency Services Coordinator
 - a. Continues to coordinate information and forward it to the Washington State EMD.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 24 – EVACUATION AND MOVEMENT

PRIMARY AGENCY: Lacey Police Department

SUPPORT AGENCIES: Fire District #3, Lacey Emergency Services Program, Lacey City Manager's Office, American Red Cross, School Districts, Volunteer and Religious Organizations, Intercity Transit, Puget Sound Inter Zone Response Network, Thurston County Department of Emergency Management, Washington State Patrol, State Department of Transportation, State Utilities and Transportation Commission, State Emergency Management Division, U.S. Department of Transportation, U.S. Military Commands, and Federal Emergency Management Agency

I. PURPOSE

- A. To provide for the evacuation of all or part of the population from any stricken or threatened disaster area within the City, Thurston County or the State to locations providing relative safety and shelter.
- B. To ensure effective utilization of all available transportation resources and systems during an emergency/disaster.
- C. To utilize local law enforcement communications resources to support emergency operations.
- D. To provide local support to assist emergency welfare, medical, and volunteer organizations with evacuation operations.

II. OPERATIONAL CONCEPTS

- A. The Lacey Emergency Coordination Center (ECC) Management Team or the on-scene Incident Commander shall make the decision to recommend evacuation and coordinate that decision with one another.
- B. Endangered populations shall be advised to move to pre-designated facilities. (See ESF-6)

- C. Evacuation plans for institutions such as hospitals, convalescent centers, and schools shall be established and coordinated with the Lacey Emergency Services Coordinator.
- D. All available resources shall be used to evacuate affected areas in accordance with this plan.
- E. When the need for evacuation arises, relocation facilities need to be opened and established immediately. This is especially the case when children or elderly are involved.
- F. When the need for relocation facilities arises, the American Red Cross shall establish them as soon as possible.
- G. Materials needed to operate a relocation facility include, but are not limited to, a system to register evacuees and staff adequate to implement the system.
- H. Evacuee check-in information shall include:
 - 1. Name;
 - 2. Age;
 - 3. Gender;
 - 4. Address;
 - 5. Multiple last names in the family;
 - 6. Medical problems;
 - 7. Medications needed;
 - 8. Special needs;
 - 9. Check-in time;
 - 10. Check-out time;
 - 11. Destination at check-out; and,
 - 12. Name, phone number, and address of the nearest contact person.
- I. In the event of a major disaster involving movement of people, City-wide transportation programs may be required to provide support. Such programs shall be coordinated with the State and other political subdivisions.
- J. It is assumed that the primary movement of people and supplies will be via streets and highways with private vehicles. Public transportation may be used on a limited scale. Air transportation will be utilized only for the movement of urgently needed personnel and supplies. The use of boats may provide additional, but limited, capability.
- K. Additional resources are available from surrounding counties through the

Puget Sound Inter Zone Response Network. Requests for assistance shall be coordinated through City and/or County ECCs when a multiple-agency emergency exists.

- L. To avoid competition and duplication of resources by the political subdivisions in the County, the use of all religious and volunteer services shall be coordinated through the Thurston County ECC.

III. RESPONSIBILITIES

A. Lacey Police Department

1. The Police Department is responsible for informing the public of the evacuation order in coordination with the Lacey ECC Management Team. This may include, but is not limited to, door-to-door notification of people in the endangered area.
2. The process of moving people shall be supervised by the Police Department.
3. Fire District #3 and the Police Department have joint responsibility to clear all buildings in the endangered area.
4. The Police Department shall notify the Thurston County Department of Communications (TCOMM) of endangered people who are not ambulatory so those people may be relocated.
5. The Police Department is responsible for maintaining clear evacuation routes and minimizing all traffic problems associated with evacuation.
6. The Police Department is responsible for securing the danger area and isolating it from the public.

B. Fire District #3

1. Fire District #3 shall set up aid stations in host locations and provide personnel for host areas.

2. Fire District #3 is jointly responsible with the Police Department with evacuation as necessary including, but not limited to, providing uniformed personnel to notify residents of the need to evacuate.

C. Lacey Emergency Coordination Center

1. When City resources are exhausted, the City ECC Management Team shall take appropriate actions to call on outside agencies for assistance. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management.
2. The City ECC Management Team shall contact the Building and Engineering Divisions, the North Thurston School District, and the American Red Cross to evaluate building damage and determine the best available facilities to be used for sheltering evacuees. (See ESF-6)

D. Lacey Public Information Officer (PIO)

1. The City PIO shall disseminate evacuation information to the public through the Emergency Alert System (EAS) and other communications systems. (See Appendix 2)

E. American Red Cross

1. The American Red Cross plays an active role in providing shelter and resources for evacuees, in coordination with other volunteer agencies.
2. The American Red Cross shall coordinate a system of registering the evacuees to facilitate family reunions.

F. School Districts

1. The School Districts shall provide buses to the City for use according to established written agreements and procedures.

G. Intercity Transit

1. Intercity Transit shall provide buses to the City for use according to established written agreements and procedures.

H. County

1. Thurston County Department of Emergency Management
 - a. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

I. State

1. Washington State Emergency Management Division
 - a. Requests for assistance from the State shall be coordinated through the Washington State Emergency Management Division. Assistance may include transportation resources from the Washington State Patrol, Department of Transportation, and/or Utilities and Transportation Commission.

J. Federal

1. Federal Emergency Management Agency (FEMA)
 - a. Requests for assistance from the federal government shall be coordinated through FEMA. Assistance may include transportation resources from the U.S Military Department and/or the U.S. Department of Transportation.

IV. CITY FUNCTION BY TIME PHASE**A. Mitigation and Preparedness**

1. Emergency Services Coordinator
 - a. Identifies major evacuation routes in coordination with the Police Department.
 - b. Identifies transportation resources in coordination with the Police Department.
 - c. Coordinates evacuation plans for buildings and institutions in the City.

B. Response

1. On-scene Incident Commander
 - a. Identifies the area to be evacuated.
 - b. Identifies evacuation routes from that area.
 - c. Gathers information and relays it to the Lacey ECC Management Team.

2. Police Department
 - a. Establishes perimeter control.
 - b. Notifies the population of evacuation orders.
 - c. Minimizes congestion of evacuation routes.

 - d. Carries out evacuation functions.

3. ECC Management Team
 - a. Coordinates and supports the evacuation process.
 - b. Maintains liaison with the essential departments and authorities to ensure cooperative and efficient use of transportation resources.
 - c. Evaluates emergency procedures of transportation providers.
 - d. Requests transportation resources.
4. Public Information Officer
 - a. Disseminates the evacuation order to the media and appropriate agencies and departments.
 - b. Prepares evacuation instructions and releases that information to the appropriate people.
 - c. Executes a public information program that controls misinformation, distributes evacuation information, and coordinates information before its release.

C. Recovery

1. Emergency Services Coordinator
 - a. Coordinates all resources so that people may move back into the evacuation area safely and efficiently.
 - b. Phases out emergency transportation activities as needed.
2. Public Information Officer
 - a. Ensures that information is disseminated to evacuated people so they may know the status of their property.
 - b. Issues information regarding the removal of emergency restrictions and boundaries.

D. Evaluation

1. Each City Department
 - a. Reviews responses, gauging the ability to perform key functions during the event.
 - b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
 - c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
 - d. Inventories supplies, reordering supplies where necessary.

ESF 34 – INTER-GOVERNMENT COORDINATION

PRIMARY AGENCY: Thurston County, City of Olympia, City of Lacey, City of Tumwater, City of Yelm, City of Rainier, City of Tenino, and Town of Bucoda

I. INTRODUCTION

A. Purpose

1. Provide a standard joint policy-level decision making process when conditions may require coordinated measures to respond to and recover from a disaster and assure clarity and consistency between jurisdictions.

B. Scope

1. ESF 34 encompasses joint policy decision-making in the event of an emergency involving multiple jurisdictions.

II. PLANNING ASSUMPTIONS

- A. The events anticipated in this ESF are where the policy decisions have a consequential impact on persons, property, and the economy of more than one jurisdiction.
- B. No jointly resolved policy will contravene any constitutional or statutory responsibilities of the individual jurisdictions.
- C. This ESF does not replace existing contracts, agreements, or understandings regarding the conduct of joint business, mutual aid or sharing of resources.
- D. A declared emergency does not exempt the elected heads of government from certain legal constraints. This includes, but is not limited to, identification of the boundaries and duration of the emergency, public meetings where possible, documentation of all actions, confinement of emergency decisions to the special needs of the community, consensus of a quorum (or otherwise as provided by law), and timely ratification or repeal. Each party to this joint decision concept shall be responsible for its own wrongful and negligent acts or omissions¹.
- E. Endorsement of policies developed under this ESF does not require jurisdictions to relinquish their legal authority to act during emergencies.

- F. The focus of joint decision-making is on overall strategic decisions, not operational activities.
- G. Timely decisions may be necessitated by the emergency, and lengthy legal review may not be possible. Some joint action may require ratification by member jurisdictions at the earliest opportunity.
- H. Extreme measures may require decisions to be made in the absence of a quorum of any one of the member jurisdictions. The Continuity of Government provisions of the law will be observed.
- I. Differing jurisdictional legal mandates and diverse operational objectives may pose conflicts in the development of joint policy decisions.

III. CONCEPT OF OPERATIONS

- A. Teleconferencing, telephone polling, or other forms of real-time communication among the members may be substituted for joint meetings when necessary.
- B. The need for a policy decision or joint action with potential cross-boundary impact will likely be identified by one or more of the member jurisdictions of the Emergency Management Council of Thurston County.
- C. Any Emergency Management jurisdiction may assemble or request another Emergency Management jurisdiction to assemble a Joint Policy Team. Team members will include elected officials or their designee from the jurisdictions impacted by the emergency.
- D. Joint policy decisions made by the Joint Policy Team may or may not require ratification by the elected officials of affected jurisdictions.
- E. Execution of the policy and monitoring of compliance will be the responsibility of each jurisdiction.
- F. Types of joint policy level measures foreseen may include, but are not limited to:
 - 1. Joint statements or official declarations, including special warnings, instructions, statements, or other emergency public information applicable across jurisdictional boundaries.
 - 2. Evacuation orders.
 - 3. Reentry policies.

4. Curfew or the restriction of movement.
 - a. The establishment of time limits when persons can be at large in certain identified emergency areas.
 - b. The long-term closure of an emergency scene or region to unauthorized persons.
 - c. The long-term closure of streets and roads to unauthorized traffic.
5. Regulation or measuring the allocation of essential goods and services.
 - a. Impressment (including seizure) of essential goods for reallocation as required to meet emergency needs (with compensation provided as required by law²).
 - b. Enactment of voluntary limitations on excessive price increases of certain essential goods (anti-price gouging measures).
 - c. Enactment of compulsory price stabilization measures to assure equitable distribution of food, water, heating fuels, shelter repair materials, and other goods.
6. Prioritization of response and recovery resources in the most effective and efficient manner.
7. Enforcement of isolation or quarantine orders in support of the Public Health Officer directives.

IV. RESPONSIBILITIES

A. Elected Officials (Board of County Commissioners and City Councils)

1. Provides an ongoing framework for inter-governmental relationships that will facilitate joint emergency decision-making when needed.
2. Provides legislative support necessary for adoption or ratification of policy decisions made under this ESF.

B. Emergency Management Jurisdictions

1. Participates in the Emergency Management Council as a means of maintaining working relationship with the participating jurisdictions.
2. Identifies a facility as a central coordination point for joint decision-making under this ESF.
3. As needed, in a multi jurisdiction event, assemble a Joint Policy Team made up of elected officials or their designees of the involved

jurisdictions, and provide coordination and support.

4. Develop example joint policy decision models that can be used in an emergency to expedite the enactment of joint measures.

V. REFERENCES

- A. Interlocal Cooperative Agreement for the Emergency Management Council of Thurston County, as currently in force.

VI. ATTACHMENTS

¹ Interlocal Cooperative Agreement for Thurston County Emergency Management, Chapter XI. Indemnity.

² RCW 38.52



LACEY CITY COUNCIL MEETING
September 12, 2013

SUBJECT: 2013 Budget Amendments

RECOMMENDATION: Adopt ordinance amending the 2013 Budget.

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

ORIGINATED BY: Troy Woo

ATTACHMENTS:

1. Ordinance No. 1418
2. The Summary for the proposed Ordinance

**BUDGET IMPACT/
SOURCE OF FUNDS:**

**PRIOR COMMITTEE
REVIEW:** Finance and Economic Development Committee on August 26,
2013

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 prior to the development of the next year's proposed budget document. Staff has provided periodic budget amendment updates to the Finance and Economic Development Committee to help maintain the integrity of the budget and to provide timely information. This is the final update prior to full City Council adoption scheduled for September 2013. The amendments should be adopted prior to development of the preliminary budget document to allow more accurate year-to-year comparisons.

The following are significant budget amendments that have been identified since the development and adoption of the 2013 Budget. The full details of the proposed amendments are attached to the proposed ordinance as exhibit "A".

Current Expense Fund (General Fund)

- Budget amendments for the following transfers to other funds are requested:
 - The Washington State Recreation and Conservation Office grant proceeds for the Greg Cuoio Community Park purchase were used to repay the \$750,000 interfund loan between the Current Expense and Parks & Open Space funds. The Current Expense Fund reserves that funded the interfund loan were identified as water rights mitigation reserves. Now that the interfund loan has been repaid, the water rights mitigation reserves can be transferred to the Water Capital Fund.
 - Current Expense Fund reserves in the amount of \$250,000 were identified for the City Hall Roof Repair project. The project was budgeted in the Building Improvement Fund, so an interfund transfer is required.
 - Reserves in the amount of \$40,000 were identified in the Current Expense Fund to fund the Library HVAC Repair project. An interfund transfer is required, because the project was budgeted in the Building Improvement Fund.
 - Reserves in the amount of \$350,000 were identified in the Current Expense Fund for the City Council's identified priority one Park's property acquisitions. An interfund transfer is required, because any future park property purchases will be budgeted in the Parks and Open Space Fund.
 - Reserves in the amount of \$322,493 were identified in the Current Expense Fund to fund the projects identified in the Energy Service Company (ESCO). An interfund transfer is required, because the energy efficiency projects will occur in the Building Improvement Fund.

Street Fund (General Fund)

- A recent series of copper wire thefts from the City's street lighting system has caused unanticipated repair costs. The material cost estimate is \$58,382. The total estimated repairs costs will be significantly higher. The requested budget amendment cost is limited to the material costs.

Arterial Street Fund

- By utilizing a bid alternative approach, the City was able to take advantage of the favorable bid market conditions and expand the 2013 Street Overlay project to include two additional areas. An additional \$235,000 is needed to fund the expanded project. The amendment will be funded from residual funds from the City Council committed funds from the 2012 Ruddell Road overlay project.
- Necessary changes to the I-5 Martin Way and I-5 Marvin Road Interchange Justification Report require additional consultant work totaling \$125,986. There are additional traffic mitigation fees available for this amendment request.

Local Improvement District Bond Fund

- Funding is available for the early payoff of the outstanding LID No. 19 Public Works Trust Fund (PWTF) loan. Early payoff the PWTF loan will save five years of interest payments or an estimated \$54,213. The funding has become of available due to early LID No. 19 payoffs. The estimated loan payoff is \$626,968.

Building Improvement Fund

- The City recently participated in an energy audit that identified energy savings at City facilities and was awarded an energy grant to help fund the identified energy savings projects. The Washington State Department of Commerce grant has a 3:1 match. The total project list cost and amendment request is \$442,837. The funding consists of the grant award of \$108,000 and the remaining \$322,493 will come from reserves and an estimated \$12,344 utility incentive. The intent will be to replenish the reserve funds with the future realized energy savings.

Capital Equipment Fund

- The City Council Chambers audio-visual upgrades were recently completed. A portion of the funding source is the public, educational, or government (PEG) use fees collected through our franchise agreement with the cable provider. PEG fees in the amount of \$80,000 are available for the upgrades. A transfer from the Capital Equipment Fund to the Building Improvement Fund is necessary to match the funding source with the fund that incurred the upgrade expenses.

Parks and Open Space Fund

- The Washington State Recreation and Conservation Office approved a grant extension for the Woodland Creek Community Park trail project. The amount of the extension is \$99,824.

Water Capital Fund

- The recently completed Friendship Water District ULID requires an additional budget appropriation of \$110,371.

Wastewater Capital Fund

- The emergency sewer STEP main repairs in the Avonlea and Lakepointe neighborhoods will require an estimated budget amendment of \$450,000. The original estimate was increased due to the discovery of block side sewer service lines in addition to the main line.
- \$140,000 is requested for the Martin Way/College Street Sewer ULID or latecomers project. Four businesses at the southeast corner of the intersection are currently connected to the City of Olympia sewer, but are located in the Lacey service area. The businesses were notified that they must disconnect due to capacity issues. This project will connect the businesses to the City of Lacey sewer.

- \$80,000 is requested for the Steilacoom Regional Lift Station. This project will eliminate five existing lift stations and will address future growth. This project is ahead of schedule, so it requires a budget amendment.
- Now that the Tanglewilde East Sewer ULID has more than 50 percent support, city staff is proceeding with the project and ULID formation. This requires an amendment of \$100,000.

Stormwater Capital Fund

- The City recently received notification that it was awarded a \$1 million Department of Ecology grant to design and construct a new stormwater treatment facility at Chambers Lake. This is the largest untreated source point surface discharge within Lacey. The draft comprehensive plan scheduled the project for design and construction in 2016 – 2018. The grant requires completion by 2015, so it is being moved to 2013 – 2015. It is estimated that \$80,000 will be needed for 2013.

Joint Drug Enforcement Fund

- Due to reductions to Federal Grant awards, the Thurston County Narcotics Task Force needs to reduce its expenditure budget by \$48,164. As a result, multiple revenue and expenditure budget items require reduction.

At its August 26, 2013, meeting, the Finance and Economic Development Committee reviewed the proposed amendments and recommended full City Council adoption of the proposed ordinance amending the 2013 adopted budget.

ADVANTAGES:

1. The proposed adjustments to the 2013 Budget reflects more accurately the necessary requirements of each fund or adjustments made by City Council action.
2. The proposed adjustments maintain a balance between the anticipated revenues and expenditures of each of the funds amended.

DISADVANTAGES:

1. Generally, budget adjustments must use cash reserves to compensate for expenditures that may exceed budget estimates by the end of the budget year.

ORDINANCE NO. 1418

CITY OF LACEY

AN ORDINANCE AMENDING THE 2013 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1406 BY REVISING THE BUDGETED AMOUNTS FOR THE CURRENT EXPENSE, CITY STREET, ARTERIAL STREET, COMMUNITY BLOCK GRANT, LOCAL IMPROVEMENT DISTRICT BOND, BUILDING IMPROVEMENT, CAPITAL EQUIPMENT, PARKS AND OPEN SPACE, REGIONAL ATHLETIC COMPLEX CAPITAL, WATER CAPITAL, WASTEWATER CAPITAL, STORMWATER CAPITAL, EQUIPMENT RENTAL AND JOINT DRUG ENFORCEMENT FUNDS AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, there is a need for additional expenditures to be budgeted within the Current Expense, City Street, Arterial Street, Community Block Grant, Local Improvement District Bond, Building Improvement, Capital Equipment, Parks and Open Space, Regional Athletic Complex Capital, Water Capital, Wastewater Capital, Stormwater Capital, Equipment Rental and Joint Drug Enforcement Funds for expenditures in which the extent of which could not be contemplated at the time of adopting the 2013 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. That the 2013 fiscal year budget and Ordinance No. 1406 adopting said budget are hereby amended by making those certain changes to the 2013 fiscal year budget which are set forth on Exhibit "A", attached hereto and made a part hereof as though fully set forth and for all purposes considered to be a portion of this ordinance.

Section 2. The summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, on this 12th day of September, 2013.

Approved as to form:

Mayor

City Attorney

ATTEST:

City Clerk

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1418

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on September 12, 2013, Ordinance No. 1418 entitled **“AN ORDINANCE AMENDING THE 2013 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1406 BY REVISING THE BUDGETED AMOUNTS FOR THE CURRENT EXPENSE, CITY STREET, ARTERIAL STREET, COMMUNITY BLOCK GRANT, LOCAL IMPROVEMENT DISTRICT BOND, BUILDING IMPROVEMENT, CAPITAL EQUIPMENT, PARKS AND OPEN SPACE, REGIONAL ATHLETIC COMPLEX CAPITAL, WATER CAPITAL, WASTEWATER CAPITAL, STORMWATER CAPITAL, EQUIPMENT RENTAL AND JOINT DRUG ENFORCEMENT 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 2013 fiscal year budget which had been adopted by Ordinance No. 1406. 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 2013 fiscal year budget.

Section 2 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 16, 2013

2013 Budget Amendments - Ordinance No. 1418 Exhibit "A"

Account Numbers	Account Description	2013 Budget	Budget Amendment	2013 Budget as Amended	Comments
Current Expense Fund					
Revenues					
1-0000-308-0000	Beginning Cash	30,391	1,715,876	1,746,267	Cash Reserves
Total Current Expense Revenues		27,447,470	1,715,876	29,163,346	
Expenditures					
1-0401-552-5813	Agreements / Social Services-HSRC	41,617	3,383	45,000	Allocation recommendations
1-7501-597-0201	Transfers Out / Transfers out	505,180	750,000	1,255,180	Water rights mitigation reserve transfer to Water Capital Fund
1-7501-597-0201	Transfers Out / Transfers out	505,180	40,000	1,255,180	Library HVAC repair transfer to Building Fund
1-7501-597-0201	Transfers Out / Transfers out	505,180	250,000	1,505,180	City Hall roof repair
1-7501-597-0201	Transfers Out / Transfers out	505,180	350,000	1,855,180	Priority One Park Property Acquisitions
1-7501-597-0201	Transfers Out / Transfers out	505,180	322,493	2,177,673	Energy Service Company (ESCO) Energy Efficiency Projects
Total Current Expense Expenditures		27,447,470	1,715,876	29,163,346	

City Street Fund					
Revenues					
101-0000-308-0000	Beginning Cash	-	58,382	58,382	Cash reserves
Total Street Fund Revenues		2,771,348	58,382	2,829,730	
Expenditures					
101-4204-542-3201	Electrical Supplies	19,500	58,382	77,882	Cost of materials stolen copper wire
Total Street Fund Expenditures		2,771,348	58,382	2,829,730	

Arterial Streets					
Revenues					
102-0000-308-0000	Beginning Cash	2,200,955	360,986	2,561,941	
Total Arterial Streets Revenues		7,414,915	360,986	7,775,901	
Expenditures					
102-4101-595-9003	Capital Projects / Roadway	4,349,788	235,000	4,584,788	
102-4101-595-9001	Capital Projects / Preliminary Engineering	2,018,322	125,986	2,144,308	
Total Arterial Streets Expenditures		7,414,915	360,986	7,775,901	

Community Development Block Grant Fund					
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Account Numbers	Account Description	2013 Budget	Budget Amendment	2013 Budget as Amended	Comments
Revenues					
120-0000-333-1420	Depart of HUD / Community Development	-	1,478	1,478	Neighborhood stability program grant
Community Development Block Grant Fund Revenues		-	1,478	1,478	
Expenditures					
120-3701-598.97-52	Pass Through Grant / Pass Through Grant	-	1,478	1,478	Pass through grant
Community Development Block Grant Fund Expenditures		-	1,478	1,478	

L.I.D. Debt Fund					
Revenues					
202-0000-308-0000	Beginning Cash	-	76,867	76,867	PWTF loan reserves
202-0000-361-5506	Interest LID19	100,000	69,262	169,262	LID19 current collections
202-0000-368-1006	Principal LID19	134,660	480,839	615,499	LID19 current collections
L.I.D. Debt Fund Revenues		271,340	626,968	898,308	
Expenditures					
202-1906-591-7304	Principal LID 19-PWTF	124,987	624,937	749,924	Payoff LID 19 PWTF loan
202-1906-591-8304	Interest LID 19-PWTF	22,498	2,031	24,529	Payoff LID 19 PWTF loan
L.I.D. Debt Fund Expenditures		271,340	626,968	898,308	

Building Improvement Fund					
Revenues					
301-0000-308-0000	Beginning Cash	1,105,066	23,939	1,129,005	Cash Reserves
301-0000-334-0000	Department of Commerce Grant	-	108,000	108,000	Grant award
301-0000-397-0000	Transfers In	21,723	692,493	714,216	Library HVAC repair/AV Equip from PEG/City Hall Roof Repair/ESCO Projects
Total Building Improvement Fund Revenues		1,538,789	824,432	2,363,221	
Expenditures					
301-0101-514-6001	Capital Outlays / Capital Outlays-Equipment	66,477	85,520	151,997	City Hall AV project includes PEG funding
301-0101-514-6003	Capital Outlay - Improvements	54,785	46,075	100,860	Library HVAC repair
301-0101-514-6004	Capital Outlay - Buildings	1,415,527	442,837	1,858,364	Energy savings grant project
301-0000-508-9000	Ending Cash-Unassigned	-	250,000	250,000	City Hall Roof Repair - Transfer In
Total Building Improvement Fund Expenditures		1,538,789	824,432	2,363,221	

Capital Equipment Fund					
Revenues					
302-0000-308-0000	Beginning Cash	-	105,108	105,108	Cash reserves & PEG reserves
302-0000-334-0351	WTSC Grant	-	6,468	6,468	LIDAR grant funding

Account Numbers	Account Description	2013 Budget	Budget Amendment	2013 Budget as Amended	Comments
Total Capital Equipment Fund Revenues		808,657	111,576	920,233	
Expenditures					
302-0102-519-6419	Capital Outlays / Capital-Information Svcs	3,000	16,430	19,430	Complete expansion EOC room; Lacey Green initiatives (tablets)
302-0102-519-6412	Capital Outlays / Capital-Public Works-Pks	12,320	2,001	14,321	Portable pitching mound Rainier Vista
302-0102-597-0105	Transfer Out to Fund 301	21,723	80,000	101,723	Transfer PEG Funds to cover AV equip project
302-0102-519-6410	Capital Outlays / Police	6,990	13,145	20,135	Repair of speed trailer and replacement LIDAR equipment
Total Capital Equipment Fund Expenditures		808,657	111,576	920,233	

Parks & Open Space Fund					
Revenues					
303-0000-308-0000	Beginning Cash		65,758	65,758	
303-0000-369-9000	Other Misc Revenue	-	5,112	5,112	Income from sale of trees
303-0000-334-0270	Outdoor Recreation IAC	-	34,066	34,066	Grant funding Woodland Creek trail head
303-0000-397-0000	Transfers In	-	350,000	350,000	Park Acquisitions-transfer in
Total Parks & Open Space Fund Revenues		1,005,901	454,936	1,460,837	
Expenditures					
303-0106-576-6003	Capital Outlays / Capital Improvements	1,531	104,936	106,467	Extended work Woodland trail and reforestation of Campus Peak Park in fall of 2013
303-0106-508-9000	Ending Fund Balance-Unassigned	-	350,000	350,000	Future parks acquisitions
Total Parks & Open Space Fund Expenditures		1,005,901	454,936	1,460,837	

Regional Athletic Complex-Capital					
307-0000-308-0000	Beginning Cash	-	14,867	14,867	Cash Reserves
Total Regional Athletic Complex-Capital Revenue		973,545	14,867	988,412	
Expenditures					
307-0106-576-6001	Capital Outlay/Equipment		14,867	14,867	Portable pitching mound, additional cost of utility vehicle and replacement ice machine in concession stand; additional cost of mower replacement
Total Regional Athletic Complex-Capital Expenditures		973,545	14,867	988,412	

Water Capital Fund					
Revenues					
410-0000-308-0100	Estimated Beginning Cash	60,000	154,891	214,891	Cash Reserves
410-0000-397-0200	Transfers In / Transfers In-Water Fund	1,342,516	750,000	2,092,516	Transfer in water mitigation from Current Expense Fund reserves
Total Water Capital Fund Revenues		11,316,453	904,891	12,221,344	
Expenditures					

Account Numbers	Account Description	2013 Budget	Budget Amendment	2013 Budget as Amended	Comments
410-3418-534-9001	Capital Projects / Preliminary Engineering	2,828,328	154,891	2,983,219	Complete 8" watermain Lacey Blvd to Dogwood; Completion Friendship Water District ULID project; change order well 4 - corrosion control project
410-3418-508-8000	Fund Balance	1,931,132	750,000	2,681,132	Reserves for water mitigation
		-			
Total Water Capital Fund Expenditures		11,316,453	904,891	12,221,344	

Wastewater Capital Fund					
Revenues					
411-0000-308-0100	Beginning Cash-Construction	280,383	791,960	1,072,343	Cash reserves
Total Wastewater Capital Fund Revenues		2,701,601	791,960	3,493,561	
Expenditures					
411-3518-535-9001	Preliminary Engineering	1,341,188	791,960	2,133,148	Emergency sewer STEP main repairs Avonlea and Lakepointe neighborhoods; Martin Way & College ULID or Latecomers project; Steilacoom Regional Lift Station; Tanglewilde East Sewer ULID; Carpenter Rd sewer oversizing
Total Wastewater Capital Fund Expenditures		2,701,601	791,960	3,493,561	

Stormwater Capital Fund					
Revenues					
412-0000-308-0000	Beginning Cash	-	80,000	80,000	DOE grant match for Chambers Lake outfall
Total Stormwater Capital Fund Revenues			80,000	80,000	
Expenditures					
412-4218-542-9001	Preliminary Engineering		80,000	80,000	DOE grant match for Chambers Lake outfall
				-	
Total Stormwater Capital Fund Expenditures			80,000	80,000	

Equipment Rental Fund					
Revenue					
501-0000-308-0000	Beginning Cash	152,120	79,871	231,991	
Total Equipment Rental Fund Revenues		2,616,408	79,871	2,696,279	
Expenditures					
501-4801-548-6002	Capital Outlay-Replacement	500,000	79,871	579,871	Replace sidewalk grinder; additional cost of Vaccon equip; replace GPS survey equip; replace Hustler mower; replace fertilizer spreader RAC
Total Equipment Rental Fund Expenditures		2,616,408	79,871	2,696,279	

Account Numbers	Account Description	2013 Budget	Budget Amendment	2013 Budget as Amended	Comments
Drug Unit					
Revenues					
504-0000-308-00-00	Beginning Cash	-	20,228	20,228	
504-0000-332-21-00	Federal asset sharing	39,176	(39,176)	-	
504-0000-333-07-01	WSP-Marijuana Erad/HIDTA	15,000	(3,000)	12,000	
504-0000-333-16-00	DOJ Drug Enforcement Grant - federal	176,268	(36,216)	140,052	
504-0000-338-21-00	Drug Enforcement Service - OCEDF	-	10,000	10,000	
Total Drug Unit Revenues		653,476	(48,164)	605,312	
Expenditures					
504-2106-521-20-01	Personnel Benefits	31,000	(7,000)	24,000	
504-2106-521-31-01	Office & Operating Supplies	15,000	(5,000)	10,000	
504-2106-521-31-15	Evidence Monies	52,000	(15,000)	37,000	
504-2106-521-41-01	Professional Svs-Other	15,000	(5,500)	9,500	
504-2106-521-41-09	Professional Svs-Prosecution	-	9,257	9,257	
504-2106-521-41-24	Professional Svs-Police Agencies	134,000	26,959	160,959	
504-2106-521-41-25	Professional Svs-Police Agency Overtime (OCDETF)	-	10,000	10,000	
504-2106-521-42-01	Telephone	23,000	(8,000)	15,000	
504-2106-521-43-01	Transportation	3,000	(1,500)	1,500	
504-2106-521-43-03	Registrations	5,000	(3,000)	2,000	
504-2106-521-45-02	IMS Rental	20,000	(5,000)	15,000	
504-2106-521-48-01	Repairs & Maintenance-Equipment	10,000	(6,000)	4,000	
504-2106-521-49-06	Maintenance Contracts-Alarm	1,000	(1,000)	-	
504-2106-521-65-05	Depreciation	12,320	4,000	16,320	
504-2106-508-80-00	Ending Fund Balance	5,164	(5,164)	-	
504-2107-521-41-09	Professional Svs-Prosecution	85,899	(9,257)	76,642	
504-2107-521-41-24	Professional Svs-Police Agencies	121,301	(26,959)	94,342	
Total Drug Unit Expenditures		653,476	(48,164)	605,312	



LACEY CITY COUNCIL
September 12, 2013

SUBJECT: Amendment to existing Interagency Agreement with Washington State Department of Enterprise Services to provide energy/utility conservation project management services.

RECOMMENDATION: Authorize the City Manager to sign an amended interagency Agreement with the Washington State Department of Enterprise Services to manage the construction phase and implementing conservation measures identified in the energy efficiency audit.

STAFF CONTACT: Scott Spence, City Manager 
Rick Walk, Community Development Director 
Jeff Cook, Building Code Specialist/Resource Conservation Specialist 

ORIGINATED BY: City Manager and Community Development Department

ATTACHMENTS:

1. Amended Interagency Agreement between the City of Lacey and the Department of Enterprise Services.
2. Finance and Economic Development Committee Staff Report, dated June 24, 2013.
3. General Government & Public Safety Committee Staff Report, 9/21/2011
4. Ameresco Quantum, Energy Audit Fee Proposal, 8/15/2011
5. Interagency Agreement Between City of Lacey and Department of General Administration, executed 12/28/2010

BUDGET IMPACT/

SOURCE OF FUNDS: The total cost of the project is approximately \$442,837. The funding consists of an Energy Efficiency Grant Award for \$108,000 with the remaining \$322,493 spent from budget reserves.

**PRIOR COUNCIL/
COMMISSION/**

COMMITTEE REVIEW: City Council reviewed existing Interagency Agreement December 2, 2010. General Government & Public Safety Committee reviewed amended Interagency Agreement August 16, 2013.

BACKGROUND:

Performance-based contracts for energy equipment and water conservation, outlined in 39.35A RCW, provide options for local governments to finance capital upgrades by applying the savings

realized from reduced energy and resource consumption. This allows municipalities to initiate upgrades that otherwise could not be completed due to lack of funds.

The City of Lacey's Energy Efficiency and Conservation Strategy identified goals to increase energy efficiency in government buildings and facilities. Building and energy audits conducted through the City's Resource Conservation Manager (RCM) program identified opportunities for maximizing energy savings. Most city facilities were found to be energy efficient, but several buildings and services were identified that could benefit from capital upgrades in lighting, heating, heat recovery ventilation systems, and efficiency equipment upgrades to yield energy and fiscal savings for the City.

To participate in the performance contracting program through the State of Washington, the City entered into an Interagency Agreement with the Department of General Administration (GA), now known as Department of Enterprises, to provide project management services.

In 2012, Ameresco Quantum performed an investment grade audit. The audit results recommended facility improvements to City Hall, Animal Services and the Community Center to gain greater energy efficiency.

The Department of Enterprise Services has managed the work of Ameresco Quantum on behalf of the City through the existing Interagency Agreement to date. To move forward into the construction phase, the Interagency Agreement needs an amendment for the energy conservation projects to be executed.

The following is a summary of energy conservation projects identified by the audit:

Lacey City Hall Project

Mechanical Conservation Measures

- The addition to City Hall, built in 1995, will have the outdated controls replaced. Occupancy sensors will be installed in the police locker rooms to turn off the heating unit when the space is unoccupied

Lighting Conservation Measures

- Old lights will be replaced with energy efficient lights, and areas that are over lit will have lower wattage lamps installed.

Community Center

Mechanical Conservation Measures

- Occupant sensors will control the HVAC units allowing unoccupied rooms to turn off HVAC equipment when the room is not in use.

Animal Services

Mechanical Conservation Measures

- The heat recovery system will be cleaned and the exhaust air intakes will be retrofitted with air filters.

Lighting Conservation Measures

- The old exterior lights will be replaced with energy efficient lights.

The average payback for the proposed energy conservation improvement projects is approximately 21 years. Excluding the City Hall HVAC controls project, no single project on the proposed list has a payback longer than 12 years with 2 years being the shortest payback period overall (i.e., Community Center mechanical conservation measures). The City Hall HVAC upgrade, however, is part of the project due to age, failing parts, and the difficulty of finding replacement parts to keep the HVAC operational.

The General Government & Public Safety Committee reviewed the amendment to the existing Interagency Agreement at its August 16, 2013, meeting, and recommended approval to full Council.

ADVANTAGES:

1. Energy conservation is in alignment with the city's carbon reduction strategy.
2. This program would save taxpayer dollars by reducing the City's energy bills.

DISADVANTAGES:

1. None.



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

June 17, 2013

TO: Jeff Cook, City of Lacey
FROM: Andrea Faust, Contracts Specialist, (360) 407-9365
RE: Authorization No. 2012-069 A (1)
Amendment No. 1
Project Title Phase 1 Controls and Lighting

Ameresco Quantum, Inc.

SUBJECT: Funding Approval

The Department of Enterprise Services, E&AS, requires funding approval for the above referenced contract document(s). The amount required is as follows:

Design & Implementation of Energy Conservation Measures	\$ 85,450.00
Years 2 and 3 Measurement & Verification	\$ 3,371.00
Sales Tax (8.7%) (includes tax on audit & proposal)	\$ <u>9,155.10</u>
TOTAL	\$ 97,976.10

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the Facilities Division, Engineering & Architectural Services that the above identified funds are appropriated, allotted or that funding will be obtained from other sources available to the using client/agency. The using/client agency bears the liability for any issues related to the funding for this project.

By _____ Date _____
Name / Title

Please sign and return this form to E&AS. If you have any questions, please call me.



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

June 17, 2013

TO: Jeff Cook, City of Lacey

FROM: Andrea Faust, Contracts Specialist, (360) 407-9365

RE: Contract No. 2012-069 G (1-1)
Phase 1 Controls and Lighting

Ameresco Quantum, Inc.

SUBJECT: Funding Approval

The Department of Enterprise Services, E&AS, requires funding approval for the above referenced contract document. The amount required is as follows:

ESCO Contract Amount	\$ 263,045.00
Sales Tax (8.7%)	\$ 22,844.92
Contingency Amount (with Tax)	\$ <u>13,720.98</u>
Total	\$ 299,650.90

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the Facilities Division, Engineering & Architectural Services that the above identified funds are appropriated, allotted or that funding will be obtained from other sources available to the using client/agency. The using/client agency bears the liability for any issues related to the funding for this project.

By _____
Name / Title

_____ Date

Please sign and return this form to E&AS. If you have any questions, please call me.

2012069Gconfndaf



FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE
Meeting of June 24, 2013

SUBJECT: Future 2013 Budget Amendments

RECOMMENDATION: Review future budget amendments to the 2013 adopted budget.

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

ORIGINATED BY: Troy Woo

ATTACHMENTS:

**BUDGET IMPACT/
SOURCE OF FUNDS:**

**PRIOR COMMITTEE
REVIEW:** The Finance and Economic Development Committee has been briefed on significant budget transfers.

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 prior to the development of the next year's proposed budget document. Staff has provided periodic budget amendment updates to the Finance and Economic Development Committee to help maintain the integrity of the budget and to provide more timely information. This committee has received specific alerts on significant budget amendments, but this is the first overall update of 2013. Staff will provide additional updates as warranted leading up to the amendment adoption in September.

The following are significant budget amendments that have been identified since the adoption of the 2013 Budget.

Current Expense Fund (General Fund)

- Budget amendments for the following transfers to other funds are requested:
 - The Washington State Recreation and Conservation Office grant proceeds for the Greg Cuoio Community Park purchase were used to repay the \$750,000 interfund loan between the Current Expense and Parks & Open Space funds. The Current Expense Fund reserves that funded the interfund loan were identified as water rights mitigation reserves. Now that the interfund loan has been repaid, the water rights mitigation reserves can be transferred to the Water Capital Fund.
 - Current Expense Fund reserves in the amount of \$250,000 were identified for the City Hall Roof Repair project. The project was budgeted in the Building Improvement Fund, so an interfund transfer is required.
 - Reserves in the amount of \$40,000 were identified in the Current Expense Fund to fund the Library HVAC Repair project. An interfund transfer is required, because the project was budgeted in the Building Improvement Fund.

Arterial Street Fund

- By utilizing a bid alternative approach, the City was able to take advantage of the favorable bid market conditions and expand the 2013 Street Overlay project to include two additional areas. An additional \$235,000 is needed to fund the expanded project. The amendment will be funded from residual funds from the City Council committed funds from the 2012 Ruddell Road overlay project.
- Necessary changes to the I-5 Martin Way and I-5 Marvin Road Interchange Justification Report require additional consultant work totaling \$125,986. There are additional traffic mitigation fees available for this project.

Building Improvement Fund

- The City recently participated in an energy audit that identified energy savings at City facilities and was awarded an energy grant to help fund the identified energy savings projects. The Washington State Department of Commerce grant has a 3:1 match. The total project list cost and amendment request is \$442,837. The funding consists of the grant award of \$108,000 and the remaining \$322,493 will come from reserves. The intent will be to replenish the reserve funds with the future realized energy savings.
- A Library HVAC unit failed and was replaced at a cost of \$46,075. An amendment was approved by the City Council in 2012, but the project wasn't completed until early 2013.

Capital Equipment Fund

- The City Council Chambers audio-visual upgrades were recently completed. A portion of the funding source is the public, educational, or government (PEG) use fees collected

through our franchise agreement with the cable provider. PEG fees in the amount of \$80,000 are available for the upgrades. A transfer from the Capital Equipment Fund to the Building Improvement Fund is necessary to match the funding source with the fund that incurred the upgrade expenses.

Water Capital Fund

- The recently completed Friendship Water District ULID requires an additional budget appropriation of \$110,371.

Wastewater Capital Fund

- The emergency sewer STEP main repairs in the Avonlea and Lakepointe neighborhoods will require an estimated budget amendment of \$300,000.

The purpose of this update is to inform the Finance and Economic Development Committee of significant proposed amendments. The final review of proposed amendments will return to the Finance and Economic Development Committee in August. The final approval of the proposed amendments will be considered by the full City Council in September.

ADVANTAGES:

1. The proposed adjustments to the 2013 Budget reflects more accurately the necessary requirements of each fund or adjustments made by City Council action.
2. The proposed adjustments maintain a balance between the anticipated revenues and expenditures of each of the funds amended.

DISADVANTAGES:

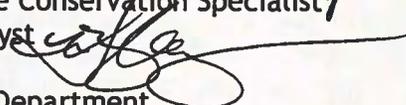
1. Generally, budget adjustments must use cash reserves to compensate for expenditures that may exceed budget estimates by the end of the budget year.



**General Government & Public Safety Committee
Meeting of September 21, 2011**

SUBJECT: Energy Conservation Project for City Hall – Amendment to IAA with Washington State Department of General Administration

RECOMMENDATION: Support action to approve funding for investment grade energy audit of city hall facility in the amount of \$16,410.

STAFF CONTACT: Scott Spence, City Manager 
Rick Walk, Community Development Director
Jeff Cook, Building Code Specialist/Resource Conservation Specialist 
Heidi Behrends Cerniwey, Management Analyst 

ORIGINATED BY: City Manager and Community Development Department

ATTACHMENTS:

1. Ameresco Quantum, Energy Audit Fee Proposal, 8/15/2011
2. Interagency Agreement, executed 12/28/2010
3. Energy Services Authorization No. 2012-069 A (1), Detailed Investment Grade Energy Audit & Energy Services Proposal
4. Master Energy Services Agreement No. 2011-169 B (2)

BUDGET IMPACT/

SOURCE OF FUNDS: The proposed cost of the investment grade energy audit is \$16,410. No cost will be incurred if audit findings cannot verify conservation measures that pay for themselves, including all project costs, over a ten year term. The energy audit fee can be incorporated into the total cost of the project and funded through a loan from city budget reserves or the State Treasurer's Office Local Option Capital Asset Lending (LOCAL) program. Dollars from utility grants and rebates are potentially available to fund a portion of the project.

**PRIOR COUNCIL/
COMMISSION/
COMMITTEE REVIEW:**

Approval of the Interagency Agreement (IAA) with Washington State General Administration for Energy Conservation Project Management Services was approved by Lacey City Council on December 2, 2010.

BACKGROUND:

Performance-based contracts for energy equipment and water conservation, outlined in 39.35A RCW, provide options for local governments to finance capital upgrades by applying the savings realized from reduced energy and resource consumption. This allows municipalities to initiate upgrades that otherwise could not be completed due to lack of funds.

The City of Lacey's Energy Efficiency and Conservation Strategy identified goals to increase energy efficiency in government buildings and facilities. Building and energy audits conducted through the City's Resource Conservation Manager (RCM) program identified opportunities for maximizing energy savings. Most city facilities were found to be energy efficient, but several buildings and services were identified that could benefit from capital upgrades in lighting, heating, heat recovery ventilation systems, and efficiency equipment upgrades to yield energy and fiscal savings for the City.

To participate in the performance contracting program through the State of Washington, the City entered into an Interagency Agreement with the Department of General Administration (GA) to provide project management services. This Interagency Agreement allowed the City access to GA's list of approved energy contractors to perform energy audit services.

Contractor Selection

City staff, representing the building department, building official, facility maintenance, and city manager departments, interviewed three contractors from GA's approved list. Ameresco Quantum was chosen as the contractor for Lacey's project. Selection was based on experience with performance contracting, the contractor's data-specific audit procedure, and collaborative approach to project implementation.

Lacey City Hall Project

Although a number of city facilities could potentially benefit from capital improvements in heating, cooling, and lighting systems, Lacey City Hall was selected to have the best potential for energy savings. City Hall was constructed in several stages, from 1973 to 2009. The older portions of the building contain outdated, inefficient equipment, and antiquated controls systems.

Investment Grade Energy Audit

Ameresco Quantum performed a preliminary audit of the Lacey City Hall building in April 2011, to identify potential measures to save energy. These measures were then ranked according to potential payback on investment. The City established criteria for cost effectiveness of the project—measures that pay for themselves within a ten year term or less, including audit and project management fees. Measures must meet this payback criteria or the project will not continue through the performance contracting process.

Attached is the Energy Audit Fee Proposal from Ameresco Quantum, 8/15/2011, to provide engineering services for an investment grade audit. The proposed cost for the audit is \$16,410.

The proposed investment grade energy audit by Ameresco Quantum will provide a detailed description of the facility and energy conservation measures (ECM), description of services performed, maximum project cost, equipment replacement recommendation, comfort standards, baseline energy data, minimum energy savings, detailed calculations, equipment financing information, measurement of energy savings verification details, and project schedule.

Funding Authorization

Washington State Department of General Administration provided contract documents for the City of Lacey to approve funding for the investment grade audit, attached as Detailed Investment Grade Energy Audit & Energy Services Proposal, No. 2012-069 A (1). Following funding approval by the City, GA will authorize Ameresco Quantum to proceed with the investment grade energy audit to the City Hall facility.

If the investment grade energy audit cannot identify energy conservation measures that meet the ten year payback criteria, the city is not obligated to pay the fee for the energy audit. However,

if the energy audit identifies conservation measures that meet the cost effectiveness criteria and the City chooses not to proceed with construction of the project, the City is obligated to pay the audit fee of \$16,410, as well as a project termination fee to GA, per Attachment B, IAA No. 2011-ERG-558.

Future Action

The City will receive the investment grade energy audit report from Ameresco Quantum within 180 days of the Notice to Proceed. Following successful findings by the audit, the City will select conservation measures to implement through the scope of project construction. In order to proceed with project construction, Lacey City Council must approve a construction phase amendment to the IAA with Washington State Department of General Administration, outlining project details, schedule, and funding source(s). Although the cost of project construction depends on energy audit findings, preliminary estimates range from \$200,000 to \$300,000.

To ensure the effectiveness of the program, GA will independently monitor and verify the promised efficiencies one year following the completion of the project.

ADVANTAGES:

1. Performance-based financing allows the City to complete and fund the City Hall energy equipment project with very little up-front capital.
2. The risk to this expenditure is mitigated—the City is not committed to pay until the cost effectiveness of the upgrade is verified through the investment grade energy audit.
3. Energy savings from equipment upgrades will be captured beyond the initial cost of the total upgrade.
4. Energy conservation is in alignment with the city's carbon reduction strategy.
5. This program would save taxpayer dollars by reducing the City's energy bills.

DISADVANTAGES:

1. Although GA's project management services would be financed through the energy savings, the service does add an additional layer of cost to the overall projects selected.

August 15, 2011

Ms. Donna Albert
Department of General Administration
206 General Administration Building
P.O. Box 41012
Olympia, WA 98504-1012

SUBJECT: Energy Audit Fee Proposal
City of Lacey - Energy Services Project

Dear Donna,

We are pleased to submit this proposal for the audit phase of Energy Services for the City of Lacey.

Ameresco Quantum will provide engineering services for the subject project in accordance with the following:

Engineering Services

A. Audit Phase Services will include:

Ameresco Quantum will undertake an Energy Audit of the Facility. The Energy Audit will identify cost effective Energy Conservation Measures (ECMs). Ameresco Quantum will present to the Owner a written Energy Services Proposal, including the Energy Audit Documentation. The Energy Services Proposal will set forth at least the following:

1. A description of the Facility and a description of those buildings and systems which will receive ESCO Equipment and ESCO Services;
2. The Cost Effective ECMs to be installed or caused to be installed by the ESCO and a description of the ECMs analyzed but disqualified under the cost effectiveness criteria;
3. The services that the ESCO will perform on or in the Facility, including but not limited to engineering, construction management, the operations and maintenance procedures for use on ESCO Equipment, training for Facility personnel, providing warranty service, and equipment maintenance;
4. The Maximum Allowable Project Cost, itemized in detail;
5. Recommendations for replacement of Existing Equipment, along with recommendations for improvements to Existing Equipment and Operating Conditions;
6. The standards of comfort and service appropriate for the Facility as determined by the City;
7. The Baseline Energy Consumption for the Facility, including the data, methodology and variables used to compute the Baseline, and the Baseline calendar period which will not be less than twelve (12) months;
8. The estimated Energy Savings and Energy Cost Savings that are expected to result from the installation of the ESCO Equipment and from the ESCO Service, and an explanation of the method used to make the estimate;

9. The method by which Energy Savings and Energy Cost Savings will be calculated during the term of the Energy Services Agreement;
10. A description of how the ESCO will finance its acquisition of the ESCO Equipment and when title to the ESCO Equipment will pass to the Owner;
11. A description of how the Energy Cost Savings will be guaranteed by the ESCO;
12. A description of how the ESCO proposes to be compensated;
13. The term of the Energy Services Agreement;
14. The Termination Value for each year during the term of the Energy Services Agreement;
15. The schedule for project completion.

Conservation measures will be limited to those pre-selected by the Owner:

HVAC and control system improvements, domestic water heating improvements, building envelope improvements, exterior lighting improvements and interior lighting control measures. The audit will be limited to systems at Lacey City Hall, 420 College St SE, Lacey, WA 98503. See the Preliminary ECM list at the end of this proposal for the full list of measures and systems to be audited.

The Energy Audit will provide detailed documentation of fieldwork for the audit, calculation input and output in support of the recommendations made in the Energy Services Proposal, economic and engineering assumptions, sketches, floor plans and any other information developed in the course of the Audit. It is understood that the cost effectiveness criteria for this project includes measures that pay for themselves through utility cost savings and utility incentives over a ten year term.

Fee for Engineering Services:

A. Basis and amount:

Fixed Fee for Services.

Energy Audit includes lighting and mechanical systems at City Hall. Audit site was selected by the City of Lacey.

Total Project Audit Fee: \$16,410

It is understood by Ameresco Quantum that payment and terms are contingent upon the requirements set forth in the Energy Services Proposal.

Schedule for Engineering Services:

The Energy Audit will be complete within 180 days of the Notice to Proceed.

We at Ameresco Quantum, Inc. appreciate the opportunity to provide these services. If this proposal for Audit Services is satisfactory, please forward contract documents.

Sincerely,
Ameresco Quantum, Inc.



Michael J. O'Connor
President

Attachments: Fee Proposal and Conservation Measure Lists dated 4/14/2011

Project:	City of Lacey - Energy Services Project	
Project No.	097-2010-01	
Date:	4/14/2011	
Subject:	Potential Energy Conservation Measures	
ECM	Description	Payback Rank
<i>Building Envelope Improvement Conservation Measures</i>		
ECM-B1	Perform Air Gap Analysis	1
<i>Mechanical Conservation Measures</i>		
ECM-M1	Energy Management System - install new controls in areas served by VVT system - install communication thermostats on units serving Police areas - integrate EMS into a common user interface	2
ECM-M2	Convert VVT system to VAV - install fan-powered VAV terminals	3
ECM-M3	Convert VVT system to VRF	3
ECM-M4	Install occupancy sensors in conference rooms and other areas of sporadic use - implement occupancy-based economizer controls	1
ECM-M5	Install CO2 sensors - implement demand-controlled ventilation	1
ECM-M6	Retrofit Locker Room HRU DX to heat pump	2
ECM-M7	Install VFD on Locker Room HRU - reduce fan speed when not in use	2
ECM-M8	Repair or replace collapsed duct work	3
ECM-M9	Replace slot diffusers with 4-way diffusers	3
ECM-M10	Investigate heat pump water heater for domestic water	2
ECM-M11	Commissioning - verify proper operation of equipment - verify sequence of operation - spot check air balance and zoning	1
<i>Lighting Conservation Measures</i>		
ECM-L1	Exterior Lighting Improvements - replace HID fixtures with fluorescent, induction, or LED	1
ECM-L2	Install lighting control system - implement daylighting control	1

Project:	City of Lacey - Energy Services Project					
Project No.:	097-2010-01					
Date:	4/14/2011					
Subject:	Audit Fee Proposal					
		Project Manager	Project Engineer	Field Audit Technician	Admin. Assistant	Total Hours
TASK						
Baseline Condition Measurement						
	Field Work - Baseline Measurement	8	24	40	-	72
	Baseline Calculations	16	24	8	-	48
Analysis of Potential ECMs						
	Report Writeup	8	12	-	2	22
	Present Findings	4	4	-		8
Total Hours:		44	80	48	2	174
Hourly Rate:		\$105	\$95	\$85	\$55	
Estimated Fee for Services:		\$4,620	\$7,600	\$4,080	\$110	\$16,410
	Total Audit Fee - Energy Project:					\$ 16,410



State of Washington
Department of General Administration
Facilities Division
Engineering & Architectural Services

210 11th Avenue, SW • PO Box 41012 • Olympia, WA 98504-1012
(360) 902.7272 • FAX (360) 753.2848

December 28, 2010

Jeff Cook
City of Lacey
PO Box 3400
Lacey, WA 98509

RE: Interagency Agreement No. 2011-ERG-558
Energy Conservation Project Management Services
City of Lacey

NOTICE TO PROCEED

This is your official notice that we will proceed with the work of our Interagency Agreement.
Enclosed is your executed copy of our Interagency Agreement.

Should you have any questions or concerns, please call me at (360) 902-7281.

Sincerely,


Jim Hayes, P.E.
Energy Systems Engineer

JH:em

Enclosure

Interagency Agreement

Date: December 3, 2010

Department of General Administration
Interagency Agreement No: 2011-ERG-558

Interagency Agreement Between the Department of General Administration and City of Lacey

This Agreement, pursuant to Chapter 39.34 RCW, is made and entered into by and between the Department of General Administration, Facilities Division, Engineering & Architectural Services, hereinafter referred to as "GA", and City of Lacey, hereinafter referred to as the "CITY".

The purpose of this Agreement is to establish a vehicle for GA to provide future Energy/Utility Conservation Project Management and Monitoring Services to the CITY and to authorize the development of the energy services proposal.

Now therefore, in consideration of the terms and conditions contained herein, or attached and incorporated by reference and made a part hereof, the above-named parties mutually agree as follows:

1. Statement of Work

GA shall furnish the necessary personnel and services and otherwise do all things necessary for or incidental to the performance of the work set forth in Attachment "A" and Attachment "C", attached hereto and incorporated herein by reference. Unless otherwise specified, GA shall be responsible for performing all fiscal and program responsibilities as set forth in Attachment "A" and Attachment "C". Energy/Utility Conservation projects shall be authorized by Amendment to this Agreement.

2. Terms and Conditions

All rights and obligations of the parties to this Agreement shall be subject to and governed by the terms and conditions contained in the text of this Agreement.

The CITY shall provide the Energy Services Company (ESCO) with any additional contract language necessary to comply with federal requirements under the American Recovery & Reinvestment Act of 2009 (ARRA) and the Energy Efficiency and Conservation Block Grant (EECBG). The ESCO and their subcontractors are required to comply with all applicable federal regulations and reporting procedures.

3. Period of Performance

Subject to its other provisions, the period of performance of this master Agreement shall commence when this Agreement is properly signed, and be completed on **December 31, 2013** unless altered or amended as provided herein.

4. Consideration

Compensation under this Agreement shall be by Amendment to this Agreement for each authorized project. Each Amendment will include a payment schedule for the specific project.

For Project Management Services provided by GA under Attachment "A" of this Agreement, the CITY will pay GA a Project Management Fee for services based on the total project value per Project Management Fees Schedule set forth in Attachment "B".

If the CITY decides not to proceed with an Energy/Utility Conservation project that meets CITY's cost effective criteria, then the CITY will be charged a Termination Fee per Attachment "B". The Termination Fee will be based on the estimated Total Project Value outlined in the Energy Audit and Energy Services Proposal prepared by ESCO.

If monitoring and verification services are requested by the CITY and provided by GA under Attachment "C" of this Agreement, the CITY will pay GA \$2,000.00 annually for each year of monitoring and verification services requested.

Compensation for services provided by the ESCO shall be paid directly to the ESCO by the CITY, after GA has reviewed, approved and sent the invoices to the CITY for payment.

5. Billing Procedure

GA shall submit a single invoice to the CITY upon completion of each authorized project, unless a project specifies a Special Billing Condition in the Amendment. Each invoice will indicate clearly that it is for the services rendered in performance under this Agreement and shall reflect the Agreement number.

GA will invoice for any remaining services within 60 days of the termination of this Agreement.

6. Payment Procedure

The CITY shall pay all invoices received from GA within 90 days of receipt of properly executed invoice vouchers. The CITY shall notify GA in writing if the CITY cannot pay an invoice within 90 days.

7. Non-Discrimination

In the performance of this Agreement, GA shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC 200d), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and Chapter 49.60 RCW, as now or hereafter amended. GA shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical disability in:

- a) Any terms or conditions of employment to include taking affirmative action necessary to accomplish the objectives of this part and
- b) Denying an individual the opportunity to participate in any program provided by this Agreement through the provision of services, or otherwise afforded others.

In the event of GA's non-compliance or refusal to comply with the above provisions, this Agreement may be rescinded, canceled, or terminated in whole or in part, and GA declared ineligible for further Agreement with the CITY. GA shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth therein.

8. Records Maintenance

The CITY and GA shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. GA will retain all books, records, documents, and other material relevant to this agreement for six years after expiration; and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

9. Contract Management

a. The CITY Representative on this Agreement shall be:

Jeff Cook
City of Lacey
PO Box 3400
Lacey, WA 98509
Telephone (360) 491-5642

The Representative shall be responsible for working with GA, approving billings and expenses submitted by GA, and accepting any reports from GA.

b. The GA Project Manager on this Agreement shall be:

Jim Hayes, P.E.
Dept. of General Administration
Facilities Division
Engineering and Architectural Services
PO Box 41012
Olympia, WA 98504-1012
Telephone (360) 902-7281

Jim Hayes will be the contact person for all communications regarding the conduct of work under this Agreement.

10. Hold Harmless

Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.

11. Agreement Alterations and Amendments

The CITY and GA may mutually amend this Agreement. Such Amendments shall not be binding unless they are in writing and signed by personnel authorized to bind the CITY and GA or their respective delegates.

12. Termination

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) days written notification. If this Agreement is so terminated, the terminating party shall be liable

only for performance in accordance with the terms of this Agreement for performance rendered prior to the effective date of termination.

13. Disputes

If a dispute arises under this Agreement, it shall be determined in the following manner: The CITY shall appoint a member to the Dispute Board. The Director of GA shall appoint a member to the Dispute Board. The CITY and GA shall jointly appoint a third member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

14. Order of Precedence

In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- a) Applicable Federal and State Statutes and Regulations
- b) Terms and Conditions
- c) Attachment "A", Project Management Scope of Work; Attachments "B", Project Management Fees; and Attachment "C", Monitoring Services Scope of Work, and
- d) Any other provisions of the Agreement incorporated by reference.

15. All Writings Contained Herein

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

AUTHORIZATION TO PROCEED

Agreed to and signed by:

City of Lacey

Department of General Administration
Facilities Division
Engineering & Architectural Services

Signature: [Handwritten Signature] "ACM"
 Name: Scott Spence
 Title: Assistant City Manager
 Date: 12/14/2010

Signature: [Handwritten Signature]
 Name: Roger Wigfield, P.E.
 Title: Energy Program Manager
 Date: 12/28/10

The Department of General Administration provides equal access for all people without regard to race, creed, color, religion, national origin, age, gender, sex, marital status, or disability. Contract information is available in alternative formats. For more information, please call Eddie Miller at (360) 902-7219.

2011558IAem
REVIEWED BY GA CFO 12/3/10

ATTACHMENT A

Scope of Work Energy/Utility Conservation Projects Management Services

Statewide Energy Performance Contracting Program Master Energy Services Agreement No. 2009-151

GA will provide the following project management services for each specific project for the CITY. Each individual project shall be authorized by Amendment to this Agreement.

1. Assist the CITY in the selection of an Energy Service Company (ESCO) consistent with the requirements of RCW 39.35A for local governments; or 39.35C for state agencies and school districts.
2. Assist in identifying potential energy/utility conservation measures and estimated cost savings.
3. Negotiate scope of work and fee for ESCO audit of the facility(s).
4. Assist in identifying appropriate project funding sources and assist with obtaining project funding.
5. Negotiate the technical, financial and legal issues associated with the ESCO's Energy Services Proposal.
6. Review and recommend approval of ESCO energy/utility audits and Energy Services Proposals.
7. Provide assistance during the design, construction and commissioning processes.
8. Review and approve the ESCO invoice vouchers for payment.
9. Assist with final project acceptance.
10. Provide other services as required to complete a successful energy performance contract.

ATTACHMENT B

2009-11 Interagency Reimbursement Costs for Project Management Fees to Administer Energy/Utility Conservation Projects

<u>TOTAL PROJECT VALUE</u>	<u>PROJECT MANAGEMENT FEE</u>	<u>TERMINATION</u>
\$5,000,000 - or more	1.1% of project cost	\$25,500
Below 5,000,000	\$68,800	\$25,500
" 4,000,000	64,900	23,600
" 3,000,000	59,900	21,700
" 2,000,000	52,800	19,600
" 1,500,000	47,800	17,150
" 1,000,000	40,800	16,150
" 900,000	38,900	15,000
" 800,000	36,900	13,950
" 700,000	34,600	12,800
" 600,000	31,900	11,500
" 500,000	28,700	10,100
" 400,000	24,800	8,800
" 300,000	19,800	7,300
" 200,000	10,500	4,400
" 100,000	6,500	3,000
" 50,000	4,000	2,000
" 20,000	2,000	1,000

1. These fees cover project management services for energy/utility conservation projects managed by GA's Energy Program.
2. Termination fees cover the selection and project management costs associated with managing the ESCO's investment grade audit and proposal that identifies cost effective conservation measures if the CITY decides not to proceed with the project through GA.
3. If the project meets the CITY's cost effectiveness criteria and the CITY decides not to move forward with a project, then the CITY will be invoiced per Attachment B Termination or \$25,500.00 whichever is less. If the CITY decides to proceed with the project then the Agreement will be amended per Attachment B for Project Management Fee.
4. If the audit fails to produce a project that meets the CITY's established Cost Effectiveness Criteria, then there is no cost to the CITY and no further obligation by the CITY.

ATTACHMENT C

Scope of Work Energy/Utility Conservation Projects Monitoring Services

Statewide Energy Performance Contracting Program Master Energy Services Agreement No. 2009-151

If requested GA will provide the following monitoring services for each specific project for the CITY.

1. Monitor actual energy use and dollar costs, compare with the ESCO's annual Measurement and Verification (M&V) report and any ESCO guarantee, resolve differences, if needed, and approve any vouchers for payment.
2. Monitor facility operations including any changes in operating hours, changes in square footage, additional energy consuming equipment and negotiate changes in baseline energy use which may impact energy savings.
3. Provide annual letter report describing the ESCO's performance, equipment performance and operation, energy savings and additional opportunities, if any, to reduce energy costs.



State of Washington
Department of General Administration
Facilities Division

Engineering & Architectural Services
 210 11th Avenue, SW • PO Box 41012 • Olympia, WA 98504-1012
 (360) 902.7272 • FAX (360) 753.2848

September 8, 2011

af TO: Jeff Cook, City of Lacey
 FROM: Andrea Faust, Contracts Specialist, (360) 902-7223
 RE: Authorization No. 2012-069 A (1)
 Detailed Investment Grade Energy Audit & Energy Services Proposal
 Ameresco Quantum, Inc.
 SUBJECT: Funding Approval

The Department of General Administration, E&AS, requires funding approval for the above referenced contract document(s). The amount required is as follows:

Energy Audit and Energy Services Proposal	\$ 16,410.00
Total	\$ 16,410.00

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the Facilities Division, Engineering & Architectural Services that the above identified funds are appropriated, allotted, and that the using/client agency bears the liability for any issues related to the funding for this project.

By _____
 Name Title Date

Please sign and return this form to E&AS. If you have any questions, please call me.





State of Washington
Department of General Administration
Facilities Division

Engineering & Architectural Services

210 11th Avenue, SW • PO Box 41012 • Olympia, WA 98504-1012
(360) 902.7272 • FAX (360) 753.2848

September 8, 2011

Ameresco Quantum, Inc.
222 Williams Avenue South, Suite 100
Renton, WA 98057

RE: Authorization No. 2012-069 A (1)
Detailed Investment Grade Energy Audit & Energy Services Proposal
City of Lacey

Enclosed is the above-referenced Authorization for your signature. Please sign and return it to this office as soon as possible.

Please note that this Authorization is not binding upon the State of Washington until it is signed by the state's contracting officer. Therefore, should you begin work prior to receiving a signed copy of this Authorization, your firm will assume all risk associated with your actions.

Should you have any questions or concerns, please contact me at (360) 902-7248.

Sincerely,



Donna K. Albert, P.E.
Energy Engineer

DKA:af

Enclosure

cc: Jeff Cook, City of Lacey

ENERGY SERVICES AUTHORIZATION NO. 2012-069 A (1)
 Detailed Investment Grade Energy Audit & Energy Services Proposal
City of Lacey
 September 8, 2011
MASTER ENERGY SERVICES AGREEMENT NO. 2011-169 B (2)

The Owner and the Energy Services Company (ESCO) named below do hereby enter into this Authorization under terms described in the following sections:

Authorization to Proceed
 Compensation for Energy Services

Project Conditions

I. AUTHORIZATION TO PROCEED:

Energy Services Company:

Ameresco Quantum, Inc.
 222 Williams Avenue South
 Suite 100
 Renton, WA 98057
 Telephone No. (206) 522-4270
 Fax No. (425) 687-3173
 E-Mail Address moconnor@quantum-engr.com

Owner:

City of Lacey
 acting through the
 Department of General Administration,
 Facilities Division,
 Engineering and Architectural Services
 PO Box 41012
 Olympia, WA 98504
 Telephone No. (360) 902-7272

By _____
 Name _____
 Title _____
 Date _____

By _____
 Name Roger A. Wigfield, P.E.
 Title Energy Program Manager
 Date _____

State of Washington Contractor's License No. AMEREGI892D2
 State of Washington Revenue Registration No. 601 938 324
 Federal Tax Identification No. 91-1956734
 MWBE Certification No. _____

II. COMPENSATION FOR ENERGY SERVICES:

Name of Facility	COMPENSATION	
	New	Previous
Energy Audit and Energy Services Proposal	\$ 16,410.00	\$ 0.00
Grand Total (plus WSST as applicable)	\$ 16,410.00	\$ 0.00

III. PROJECT CONDITIONS:

The Project Conditions contained in the Master Energy Services Agreement will be used unless specifically changed herein.

IV. SCOPE OF WORK:

Per the fee proposal dated August 15, 2011 conduct a Detailed Investment Grade Energy Audit of the City of Lacey to identify cost effective energy conservation measures and present a written Energy Services Proposal, including all energy audit documentation. The ESCO shall prepare the final Energy Services Proposal, detailing the actual energy services and ESCO equipment to be provided, energy savings and cost guarantees, measurement and verification plans, and commissioning plans for the proposed measures. Measures will include items that save energy, water and other resources. The Cost Effectiveness Criteria for this project shall be as established in the Master Energy Services Agreement or as modified in Section III above.

Assignment To Successor Washington State Government Entity Due To Transfer Of Authority. In the event that the authority of GA is withdrawn by operation of law or otherwise, and that authority is transferred and vested in a successor Washington State government entity, with written notice to the ESCO from an authorized agency of the State of Washington, this Agreement may be assigned to such successor Washington State government entity. The assignment of this Agreement under the aforementioned conditions shall not relieve the parties of their duties and/or obligations hereunder.

V. SCHEDULE FOR COMPLETION

Final completion of the Energy Audit and Energy Services Proposal within 180 calendar days after Authorization to Proceed.

2012069Aagraf

August 15, 2011

Ms. Donna Albert
Department of General Administration
206 General Administration Building
P.O. Box 41012
Olympia, WA 98504-1012

SUBJECT: Energy Audit Fee Proposal
City of Lacey - Energy Services Project

Dear Donna,

We are pleased to submit this proposal for the audit phase of Energy Services for the City of Lacey.

Ameresco Quantum will provide engineering services for the subject project in accordance with the following:

Engineering Services

A. Audit Phase Services will include:

Ameresco Quantum will undertake an Energy Audit of the Facility. The Energy Audit will identify cost effective Energy Conservation Measures (ECMs). Ameresco Quantum will present to the Owner a written Energy Services Proposal, including the Energy Audit Documentation. The Energy Services Proposal will set forth at least the following:

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4. The Maximum Allowable Project Cost, itemized in detail;
5. Recommendations for replacement of Existing Equipment, along with recommendations for improvements to Existing Equipment and Operating Conditions;
6. The standards of comfort and service appropriate for the Facility as determined by the City;
7. The Baseline Energy Consumption for the Facility, including the data, methodology and variables used to compute the Baseline, and the Baseline calendar period which will not be less than twelve (12) months;
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HVAC and control system improvements, domestic water heating improvements, building envelope improvements, exterior lighting improvements and interior lighting control measures. The audit will be limited to systems at Lacey City Hall, 420 College St SE, Lacey, WA 98503. See the Preliminary ECM list at the end of this proposal for the full list of measures and systems to be audited.

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A. Basis and amount:

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Total Project Audit Fee: \$16,410

It is understood by Ameresco Quantum that payment and terms are contingent upon the requirements set forth in the Energy Services Proposal.

Schedule for Engineering Services:

The Energy Audit will be complete within 180 days of the Notice to Proceed.

We at Ameresco Quantum, Inc. appreciate the opportunity to provide these services. If this proposal for Audit Services is satisfactory, please forward contract documents.

Sincerely,
Ameresco Quantum, Inc.



Michael J. O'Connor
President

Attachments: Fee Proposal and Conservation Measure Lists dated 4/14/2011

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Date:	4/14/2011	
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ECM-M1	Energy Management System - install new controls in areas served by VVT system - install communication thermostats on units serving Police areas - integrate EMS into a common user interface	2
ECM-M2	Convert VVT system to VAV - install fan-powered VAV terminals	3
ECM-M3	Convert VVT system to VRF	3
ECM-M4	Install occupancy sensors in conference rooms and other areas of sporadic use - implement occupancy-based economizer controls	1
ECM-M5	Install CO2 sensors - implement demand-controlled ventilation	1
ECM-M6	Retrofit Locker Room HRU DX to heat pump	2
ECM-M7	Install VFD on Locker Room HRU - reduce fan speed when not in use	2
ECM-M8	Repair or replace collapsed duct work	3
ECM-M9	Replace slot diffusers with 4-way diffusers	3
ECM-M10	Investigate heat pump water heater for domestic water	2
ECM-M11	Commissioning - verify proper operation of equipment - verify sequence of operation - spot check air balance and zoning	1
<i>Lighting Conservation Measures</i>		
ECM-L1	Exterior Lighting Improvements - replace HID fixtures with fluorescent, induction, or LED	1
ECM-L2	Install lighting control system - implement daylighting control	1

Project:	City of Lacey - Energy Services Project					
Project No.:	097-2010-01					
Date:	4/14/2011					
Subject:	Audit Fee Proposal					
		Project Manager	Project Engineer	Field Audit Technician	Admin. Assistant	Total Hours
TASK						
Baseline Condition Measurement						
	Field Work - Baseline Measurement	8	24	40	-	72
	Baseline Calculations	16	24	8	-	48
Analysis of Potential ECMs		8	16	-	-	24
Report Writeup		8	12	-	2	22
Present Findings		4	4	-		8
Total Hours:		44	80	48	2	174
Hourly Rate:		\$105	\$95	\$85	\$55	
Estimated Fee for Services:		\$4,620	\$7,600	\$4,080	\$110	\$16,410
Total Audit Fee - Energy Project:						\$ 16,410

Interagency Agreement

Date: December 3, 2010

Department of General Administration
Interagency Agreement No: 2011-ERG-558

Interagency Agreement Between the Department of General Administration and City of Lacey

This Agreement, pursuant to Chapter 39.34 RCW, is made and entered into by and between the Department of General Administration, Facilities Division, Engineering & Architectural Services, hereinafter referred to as "GA", and City of Lacey, hereinafter referred to as the "CITY".

The purpose of this Agreement is to establish a vehicle for GA to provide future Energy/Utility Conservation Project Management and Monitoring Services to the CITY and to authorize the development of the energy services proposal.

Now therefore, in consideration of the terms and conditions contained herein, or attached and incorporated by reference and made a part hereof, the above-named parties mutually agree as follows:

1. Statement of Work

GA shall furnish the necessary personnel and services and otherwise do all things necessary for or incidental to the performance of the work set forth in Attachment "A" and Attachment "C", attached hereto and incorporated herein by reference. Unless otherwise specified, GA shall be responsible for performing all fiscal and program responsibilities as set forth in Attachment "A" and Attachment "C". Energy/Utility Conservation projects shall be authorized by Amendment to this Agreement.

2. Terms and Conditions

All rights and obligations of the parties to this Agreement shall be subject to and governed by the terms and conditions contained in the text of this Agreement.

The CITY shall provide the Energy Services Company (ESCO) with any additional contract language necessary to comply with federal requirements under the American Recovery & Reinvestment Act of 2009 (ARRA) and the Energy Efficiency and Conservation Block Grant (EECBG). The ESCO and their subcontractors are required to comply with all applicable federal regulations and reporting procedures.

3. Period of Performance

Subject to its other provisions, the period of performance of this master Agreement shall commence when this Agreement is properly signed, and be completed on **December 31, 2013** unless altered or amended as provided herein.

4. Consideration

Compensation under this Agreement shall be by Amendment to this Agreement for each authorized project. Each Amendment will include a payment schedule for the specific project.

For Project Management Services provided by GA under Attachment "A" of this Agreement, the CITY will pay GA a Project Management Fee for services based on the total project value per Project Management Fees Schedule set forth in Attachment "B".

If the CITY decides not to proceed with an Energy/Utility Conservation project that meets CITY's cost effective criteria, then the CITY will be charged a Termination Fee per Attachment "B". The Termination Fee will be based on the estimated Total Project Value outlined in the Energy Audit and Energy Services Proposal prepared by ESCO.

If monitoring and verification services are requested by the CITY and provided by GA under Attachment "C" of this Agreement, the CITY will pay GA \$2,000.00 annually for each year of monitoring and verification services requested.

Compensation for services provided by the ESCO shall be paid directly to the ESCO by the CITY, after GA has reviewed, approved and sent the invoices to the CITY for payment.

5. Billing Procedure

GA shall submit a single invoice to the CITY upon completion of each authorized project, unless a project specifies a Special Billing Condition in the Amendment. Each invoice will indicate clearly that it is for the services rendered in performance under this Agreement and shall reflect the Agreement number.

GA will invoice for any remaining services within 60 days of the termination of this Agreement.

6. Payment Procedure

The CITY shall pay all invoices received from GA within 90 days of receipt of properly executed invoice vouchers. The CITY shall notify GA in writing if the CITY cannot pay an invoice within 90 days.

7. Non-Discrimination

In the performance of this Agreement, GA shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC 200d), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and Chapter 49.60 RCW, as now or hereafter amended. GA shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical disability in:

- a) Any terms or conditions of employment to include taking affirmative action necessary to accomplish the objectives of this part and
- b) Denying an individual the opportunity to participate in any program provided by this Agreement through the provision of services, or otherwise afforded others.

In the event of GA's non-compliance or refusal to comply with the above provisions, this Agreement may be rescinded, canceled, or terminated in whole or in part, and GA declared ineligible for further Agreement with the CITY. GA shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth therein.

8. Records Maintenance

The CITY and GA shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. GA will retain all books, records, documents, and other material relevant to this agreement for six years after expiration; and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

9. Contract Management

a. The CITY Representative on this Agreement shall be:

Jeff Cook
City of Lacey
PO Box 3400
Lacey, WA 98509
Telephone (360) 491-5642

The Representative shall be responsible for working with GA, approving billings and expenses submitted by GA, and accepting any reports from GA.

b. The GA Project Manager on this Agreement shall be:

Jim Hayes, P.E.
Dept. of General Administration
Facilities Division
Engineering and Architectural Services
PO Box 41012
Olympia, WA 98504-1012
Telephone (360) 902-7281

Jim Hayes will be the contact person for all communications regarding the conduct of work under this Agreement.

10. Hold Harmless

Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.

11. Agreement Alterations and Amendments

The CITY and GA may mutually amend this Agreement. Such Amendments shall not be binding unless they are in writing and signed by personnel authorized to bind the CITY and GA or their respective delegates.

12. Termination

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) days written notification. If this Agreement is so terminated, the terminating party shall be liable

only for performance in accordance with the terms of this Agreement for performance rendered prior to the effective date of termination.

13. Disputes

If a dispute arises under this Agreement, it shall be determined in the following manner: The CITY shall appoint a member to the Dispute Board. The Director of GA shall appoint a member to the Dispute Board. The CITY and GA shall jointly appoint a third member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

14. Order of Precedence

In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- a) Applicable Federal and State Statutes and Regulations
- b) Terms and Conditions
- c) Attachment "A", Project Management Scope of Work; Attachments "B", Project Management Fees; and Attachment "C", Monitoring Services Scope of Work, and
- d) Any other provisions of the Agreement incorporated by reference.

15. All Writings Contained Herein

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

AUTHORIZATION TO PROCEED

Agreed to and signed by:

City of Lacey

Department of General Administration
Facilities Division
Engineering & Architectural Services

Signature *SS* ^{11 ACM #}

Name Scott Spence

Title Assistant City Manager

Date 12/14/2010

Signature *JR Hays for*

Name Roger Wigfield, P.E.

Title Energy Program Manager

Date 12/28/10

The Department of General Administration provides equal access for all people without regard to race, creed, color, religion, national origin, age, gender, sex, marital status, or disability. Contract information is available in alternative formats. For more information, please call Eddie Miller at (360) 902-7219.

2011558IAem
REVIEWED BY GA CFO 12/3/10

ATTACHMENT A

Scope of Work Energy/Utility Conservation Projects Management Services

Statewide Energy Performance Contracting Program Master Energy Services Agreement No. 2009-151

GA will provide the following project management services for each specific project for the CITY. Each individual project shall be authorized by Amendment to this Agreement.

1. Assist the CITY in the selection of an Energy Service Company (ESCO) consistent with the requirements of RCW 39.35A for local governments; or 39.35C for state agencies and school districts.
2. Assist in identifying potential energy/utility conservation measures and estimated cost savings.
3. Negotiate scope of work and fee for ESCO audit of the facility(s).
4. Assist in identifying appropriate project funding sources and assist with obtaining project funding.
5. Negotiate the technical, financial and legal issues associated with the ESCO's Energy Services Proposal.
6. Review and recommend approval of ESCO energy/utility audits and Energy Services Proposals.
7. Provide assistance during the design, construction and commissioning processes.
8. Review and approve the ESCO invoice vouchers for payment.
9. Assist with final project acceptance.
10. Provide other services as required to complete a successful energy performance contract.

ATTACHMENT B

2009-11 Interagency Reimbursement Costs for Project Management Fees to Administer Energy/Utility Conservation Projects

<u>TOTAL PROJECT VALUE</u>	<u>PROJECT MANAGEMENT FEE</u>	<u>TERMINATION</u>
\$5,000,000 - or more	1.1% of project cost	\$25,500
Below 5,000,000	\$68,800	\$25,500
" 4,000,000	64,900	23,600
" 3,000,000	59,900	21,700
" 2,000,000	52,800	19,600
" 1,500,000	47,800	17,150
" 1,000,000	40,800	16,150
" 900,000	38,900	15,000
" 800,000	36,900	13,950
" 700,000	34,600	12,800
" 600,000	31,900	11,500
" 500,000	28,700	10,100
" 400,000	24,800	8,800
" 300,000	19,800	7,300
" 200,000	10,500	4,400
" 100,000	6,500	3,000
" 50,000	4,000	2,000
" 20,000	2,000	1,000

1. These fees cover project management services for energy/utility conservation projects managed by GA's Energy Program.
2. Termination fees cover the selection and project management costs associated with managing the ESCO's investment grade audit and proposal that identifies cost effective conservation measures if the CITY decides not to proceed with the project through GA.
3. If the project meets the CITY's cost effectiveness criteria and the CITY decides not to move forward with a project, then the CITY will be invoiced per Attachment B Termination or \$25,500.00 whichever is less. If the CITY decides to proceed with the project then the Agreement will be amended per Attachment B for Project Management Fee.
4. If the audit fails to produce a project that meets the CITY's established Cost Effectiveness Criteria, then there is no cost to the CITY and no further obligation by the CITY.

ATTACHMENT C

Scope of Work Energy/Utility Conservation Projects Monitoring Services

Statewide Energy Performance Contracting Program Master Energy Services Agreement No. 2009-151

If requested GA will provide the following monitoring services for each specific project for the CITY.

1. Monitor actual energy use and dollar costs, compare with the ESCO's annual Measurement and Verification (M&V) report and any ESCO guarantee, resolve differences, if needed, and approve any vouchers for payment.
2. Monitor facility operations including any changes in operating hours, changes in square footage, additional energy consuming equipment and negotiate changes in baseline energy use which may impact energy savings.
3. Provide annual letter report describing the ESCO's performance, equipment performance and operation, energy savings and additional opportunities, if any, to reduce energy costs.

**TRANSPORTATION COMMITTEE
AUGUST 13, 2013
4:00 – 5:00 P.M.**

COUNCIL PRESENT: Chair, Jason Hearn, Virgil Clarkson, Andy Ryder

STAFF PRESENT: Scott Spence, Scott Egger, Troy Woo, Martin Hoppe, Roger Schoessel, Carol Litten, Liz Gotelli, Mary Coppin

MAYOR CLARKSON MOVED TO APPROVE THE AGENDA. DEPUTY MAYOR HEARN SECONDED. MOTION CARRIED.

SMART CORRIDOR

Martin Hoppe, Transportation Manager, presented the Committee with a request to recommend to full Council approval of a Sole Source Resolution and a State Participating Agreement for the City-wide Intersection Intelligent Transportation System Safety Improvement Project (ITS).

The City of Lacey participated in a Regional System Engineering Study with TRPC, Intercity Transit, WSDOT, Thurston County, Olympia and Tumwater, and selected the Econolite Centracs Advanced Transportation Management Software to control the traffic signal system. This system is manufactured by a single vendor and requires a Sole Source Resolution. The Federal Highway Administration and WSDOT who administer the grant funds have approved this sole source traffic system. The cost for equipment, training and software is expected to be approximately \$1.1 million.

The ITS project will replace the software and hardware for the traffic signals within the Smart Corridor Project identified with TRPC and the stakeholder jurisdictions within Thurston County. The first phase of the project is to procure traffic signal cabinets and controllers, and the second phase is to install the equipment. Total estimated cost to purchase, install, and provide training for the new ITS equipment and software is approximately \$2.2 million. It is expected the second phase of work will be bid in early 2014.

COUNCILMEMBER RYDER MOVED TO RECOMMEND TO FULL COUNCIL APPROVAL OF A SOLE SOURCE RESOLUTION TO CONTRACT WITH ECONOLITE CENTRACS ADVANCED TRANSPORTATION MANAGEMENT SOFTWARE FOR TRAFFIC CONTROL SIGNALS. MAYOR CLARKSON SECONDED. MOTION CARRIED.

Since the SMART corridor crosses jurisdictional boundaries, both Thurston County and WSDOT have requested that the City replace their respective signals at the time of Lacey's ITS project. Since these signals are interconnected with timing beginning from the interchange, all signals need to connect.

In order to compensate the City for work outside of city limits, WSDOT requires Council approval of a State Participating Agreement. Thurston County has already transferred their grant funds to the City under the Joint Maintenance Agreement. The total combined cost contribution for this work from Thurston County and WSDOT is approximately \$325,000.

COUNCILMEMBER RYDER MOVED TO FORWARD A RECOMMENDATION TO FULL COUNCIL TO APPROVE THE STATE PARTICIPATING AGREEMENT FOR THE CITY-WIDE INTERSECTION INTELLIGENT TRANSPORTATION SYSTEM SAFETY IMPROVEMENT PROJECT (ITS). MAYOR CLARKSON SECONDED. MOTION CARRIED.

Staff responded to questions about how the new system will impact the Opticon controller. Martin noted that the Opticon controller will not change, and recovery time for interrupted signals will improve. In response to questions about system security, staff stated the new system will be more secure than the existing system with firewall protection. During power outages, the signals will blink red indicating a four-way stop.

GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE
AUGUST 16, 2013
8:00 – 8:30 A.M.

COUNCIL PRESENT: Chair, Ron Lawson, Lenny Greenstein

COUNCIL ABSENT: Jeff Gadman

STAFF PRESENT: Rick Walk, Dusty Pierpoint, Troy Woo, Joe Upton, Liz Gotelli,
Dave Schneider, Jeff Cook, Peri Edmonds

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE THE AGENDA. COUNCILMEMBER LAWSON SECONDED. MOTION CARRIED.

GRAFFITI / PUBLIC NUISANCE

Chief Dusty Pierpoint presented the Committee with a recommendation to amend LMC 9.28,020, 9.52.010, 9.52.020, and 14.40.020 to address the definition of graffiti and ease its removal from areas visible to the public.

The Lacey Police Department Senior Patrol volunteers have operated an inmate work crew to remove graffiti during summer months from public property and private property with the owner's permission. On several occasions, the Lacey Public Works Department assisted in the clean-up of graffiti where specialized equipment such as sand blasters was needed. They also cleaned up graffiti covering larger areas of fencing and walls where inmate work crews could not assist. The Lacey Police Department and Public Works have relied on voluntary permission from homeowners and donated supplies to remove graffiti from private property.

Staff proposes amending the LMC to declare graffiti a public nuisance. If the property owner declines to clean up the graffiti within a reasonable time, the issue would be dealt with through the existing abatement process. A program would be initiated between the Lacey Police Department, Public Works Department, and Code Enforcement to rapidly remove graffiti from both public and private areas within the city.

Committee members requested that staff change the reference of "minor" to "persons under 21" in the proposed LMC changes.

COUNCILMEMBER GREENSTEIN MOVED TO FORWARD TO FULL COUNCIL A RECOMMENDATION TO AMEND LMC 9.28,020, 9.52.010, 9.52.020, AND 14.40.020, INCLUDING CHANGING THE WORD "MINOR" TO "PERSONS UNDER 21," TO ADDRESS THE ISSUE OF GRAFFITI REMOVAL. COUNCILMEMBER LAWSON SECONDED. MOTION CARRIED.

AMENDMENT TO ESCO INTERAGENCY AGREEMENT

Rick Walk, Community Development Director, briefed the Committee on the amendment to the existing Interagency Agreement with Washington State Department of Enterprise Services to provide energy and utility conservation project management services.

The City of Lacey's Energy Efficiency and Conservation Strategy identified goals to increase energy efficiency in government buildings and facilities. Building and energy audits conducted through the City's Resource Conservation Manager (RCM) program identified opportunities for maximizing energy savings. In 2012, Ameresco Quantum performed an investment grade audit, and the results recommended facility improvements to City Hall, Animal Services, and the Community Center to gain greater energy efficiency.

Performance-based contracts for energy equipment and water conservation provide options for local governments to finance capital upgrades by applying the savings realized from reduced energy and resource consumption.

To participate in the performance contracting program through the State of Washington, the City entered into an Interagency Agreement with the Department of General Administration (GA), now known as Department of Enterprise Services, to provide project management services. To date, the Department of Enterprise Services has managed the work of Ameresco Quantum on behalf of the City through the existing Interagency Agreement. To move forward into the construction phase, an amendment to the Interagency Agreement is needed to execute the energy conservation projects. The estimated cost is \$442,837, with funding of \$108,000 from an Energy Efficiency Grant, and the remaining funded through budget reserves.

Staff recommends moving forward with an amendment to the Interagency Agreement with the Department of Enterprise to provide energy conservation project management services.

COUNCILMEMBER GREENSTEIN MOVED TO FORWARD TO FULL COUNCIL A RECOMMENDATION TO AMEND THE INTERAGENCY AGREEMENT WITH WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES TO PROVIDE ENERGY/UTILITY CONSERVATION PROJECT MANAGEMENT SERVICES. COUNCILMEMBER LAWSON SECONDED. MOTION CARRIED.

FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
AUGUST 26, 2013
12:00 – 1:10 P.M.

COUNCIL PRESENT: Virgil Clarkson, Jason Hearn, Andy Ryder

STAFF PRESENT: Scott Spence, Troy Woo, Carol Litten, Scott Egger, Lori Flemm, Dave Schneider, Liz Gotelli

DEPUTY MAYOR HEARN MOVED TO APPROVE THE AGENDA. MAYOR CLARKSON SECONDED. MOTION CARRIED.

FINAL 2013 BUDGET AMENDMENT ORDINANCE BRIEFING

Troy Woo, Finance Director, reported on the final update of the budget amendments prior to full City Council adoption scheduled for September 2013. The amendments should be adopted prior to development of the preliminary budget document to allow more accurate year-to-year comparisons.

Significant new amendments totaling more than \$50,000 include funding for replacement of copper wire theft, an increase in emergency STEP main repairs in Avonlea and Stonegate, the design and right-of-way costs for sewer issues at College Street and Martin Way, and forming the Tanglewilde East ULID.

The City's highest priority is stormwater utility projects. The City recently received a \$1.0 million grant for the Chambers Lake Outfall Project, which will move the project forward from 2016 to 2014. As a result, an additional FTE will be hired to manage the capital utility projects.

COUNCILMEMBER RYDER MOVED TO RECOMMEND TO FULL COUNCIL ADOPTION OF THE 2013 BUDGET AMENDMENTS. DEPUTY MAYOR HEARN SECONDED. MOTION CARRIED.

2014 BUDGET DISCUSSION

Troy Woo, Finance Director, provided a brief overview of the 2014 proposed budget process.

Troy stated that addressing inflationary increases, labor cost increases, rising medical expenses and increased contact costs will not be possible without significant revenue growth. In the early stages of the 2014 budget development, staff will concentrate on preserving service levels rather than expanding service or programs.

The 2014 proposed budget will not include any new programs, capital equipment or projects. Capital equipment replacement will be considered on a case-by-case basis.

Troy highlighted some of the significant costs/projects anticipated in 2014:

- An increase of 2% COLA for union employees is anticipated based on a CPI inflation rate of 1.4%
- Utility tax is down slightly in 2013 and may not continue growth in 2014.
- Gambling tax is proposed to remain at 10%. In 2007, the City granted a 2.5% reduction for a five year period. The rate was restored to 10% in 2013. Mark Palmer, General Manager of Hawks Prairie Casino, shared concerns about the inequity of the charges, and asked Council to reconsider reinstating a 2.5% reduction in gambling tax for their business. Councilmember Ryder requested this topic be discussed further at the October 3 Budget Worksession.
- Liquor license excise tax has been reduced to 25% of the 2011 receipts.
- Lacey was originally awarded \$13 M through the Public Works Trust Fund (PWTF) Loan for water system projects, but the State's adopted budget does not include any funding for PWTF loans.
- Employers are facing increased costs in 2014 under the Affordable Health Care Act. AWC is reviewing an option for a self-insured program, which could potentially reduce premium savings.
- It is anticipated that the 2014 sales tax collection is not expected to include any significant growth.
- GASB 54 Designation: Staff recommends moving forward with assigned funds instead of committed funds due to uncertainty about the ruling on Lodging Tax Funds.
- 2014 property tax growth is expected to be consistent with growth in previous years.

The majority of the impacts of the Federal and State budget reductions, Federal Sequestration, and the Affordable Health Care Act are not currently measurable. Staff will prepare a budget with lower expectations as opposed to preparing a budget that may require mid-year reductions. The 2014 budget will continue to include improvements and consider long-term needs. Scott Spence, City Manager, noted that deficits are projected for the next five years.

The 2014 proposed budget schedule includes the following presentations to Council:

October 3	2014 Proposed Budget Worksession
October 24	2014 Proposed Budget Presentation
November 7	Public Hearings on 2014 Revenue Rates & 2014 Proposed Budget
November 21	Final Public Hearing on 2014 Proposed Budget
December 5	Adoption of 2014 Proposed Budget

UTILITY DEBT DISCUSSION

Troy Woo, Finance Director, and Dave Trageser, Sr. Vice President of D.A. Davidson & Co., briefed the Committee on the City's proposed \$9,000,000 Water and Sewer Revenue Bonds for 2013.

Troy shared a copy of the engagement letter and the letter of intent to be signed by the City Manager and Finance Director.

Capital improvement water utility projects include the 2013 Waterline Replacement Project, the 20th Avenue Waterline Replacement Project, and the Reclaimed Water Facility Project at Woodland Creek Community Park. In 2014, utility projects include the ATEC Water Treatment Project, the Tanglewilde East and Skokomish ULID, and the Chambers Lake Outfall Project. The estimated cost for the six projects is \$8 M.

Dave provided comments on the debt. The water, sewer and stormwater utilities will be combined into one market. The City hopes for a strong AA credit rating, and will be able to show good debt service coverage for the bonds. The annual debt service for six years is \$622,000, but could be paid off or refunded after ten years.

The schedule of events for the Water and Sewer Revenue Bonds includes:

September 12	Approval of Reimbursement Resolution by Council
October 24	Adoption of Bond Delegation Ordinance by Council (This ordinance provides flexibility to the City Manager and Finance Director to close the deal and sell the bonds in a timely manner without needing further approval from Council).
November 5	Bond Order Period – Sign Purchase Contract

DEPUTY MAYOR HEARN MOVED TO RECOMMEND TO FULL COUNCIL A DECLARATION OF THE CITY'S INTENT TO ISSUE WATER, SEWER, AND STORMWATER REVENUE BONDS IN 2013 TO REIMBURSE THE CITY FOR PRIOR EXPENDITURES. COUNCILMEMBER RYDER SECONDED. MOTION CARRIED.