



CITY COUNCIL

ANDY RYDER

Mayor

MALCOLM MILLER

Deputy Mayor

LENNY GREENSTEIN

MICHAEL STEADMAN

CAROLYN COX

ED KUNKEL

ROBIN VAZQUEZ

CITY MANAGER

SCOTT SPENCE

LACEY CITY COUNCIL AGENDA

SEPTEMBER 15, 2022

6:00 P.M.

REMOTE AND IN-PERSON ATTENDANCE

The Lacey City Council meeting will be conducted both remote and in person.

The public may attend the meeting in person in the Council Chambers at Lacey City Hall, 420 College Street SE, Lacey, Washington, or you may view or listen to the meeting by using one of the following platforms:

[Live Meetings](#), [YouTube](#), [Facebook](#), Thurston Community Media, Channel 3 with your local cable provider, or Zoom: https://us02web.zoom.us/webinar/register/WN_ck2Xiw10Rbi7bpGFzC_2bg

The public may listen to the meeting via telephone by dialing toll-free: (888) 788-0099 or (877) 853-5247 - when prompted enter Webinar ID 852 0597 0991

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS*

A. [Council Meeting Minutes of September 01, 2022](#)

B. [A motion to approve payment of claims, wages, and transfers for August 19, through September 07, 2022.](#)

**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. Lacey Youth Council Report (Kelly Adams, Special Projects Administrator)

4. PUBLIC COMMENT:

VERBAL PUBLIC COMMENT

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

By Zoom: Preregister using the following Zoom link no later than **4:00 p.m. on September 15, 2022**: https://us02web.zoom.us/webinar/register/WN_ck2Xiw10Rbi7bpGFzC_2bg. Instructions and access details will be provided once registration is complete.

WRITTEN PUBLIC COMMENT

Public comments may also be submitted by email to publiccomment@ci.lacey.wa.us. Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the Council meeting; however, comments received will be added to the official record. The commenting period will close at **4:00 p.m. on September 15, 2022**.

5. PUBLIC HEARING:

6. PROCLAMATIONS:

- A. [Proclamation National Voter Registration Day September 20, 2022](#)
(Mary Hall, Thurston County Auditor)

7. REFERRAL FROM PLANNING COMMISSION:

8. REFERRAL FROM HEARINGS EXAMINER:

9. RESOLUTIONS:

- A. [Resolution No. 1120 Relating to the Flag Policy \(Ch. 5.12\)](#)
(Shannon Kelley-Fong, Assistant City Manager)

10. ORDINANCES:

- A. [Ordinance No. 1624 Relating to Amendments to LMC 2.26 and 2.56](#)
(Dave Schneider, City Attorney)

11. MAYOR'S REPORT:

12. CITY MANAGER'S REPORT:

- A. [Council Priorities](#) (Shannon Kelley-Fong, Assistant City Manager)
B. [Opioid Litigation Settlement](#) (Dave Schneider, City Attorney)
C. [Historical Commission Terms](#) (Jennifer Burbidge, Parks, Culture & Recreation Director)

13. STANDING GENERAL COMMITTEE:

- A. [Finance & Economic Development \(08.23.22\)](#)
B. [General Government & Public Affairs \(08.23.22\)](#)

14. OTHER BUSINESS:

15. BOARDS, COMMISSIONS AND COMMITTEE REPORTS:

- A. Mayor Andy Ryder:
1. Mayors' Forum
2. Thurston Chamber Shared Legislative Committee
3. Transportation Policy Board (TPB)
- B. Deputy Mayor Malcolm Miller:
1. Economic Development Council (CDC)
2. Lodging Tax Advisory Committee (LTAC)
3. Thurston County Coalition Against Trafficking (TCCAT)
4. Thurston Thrives
- C. Councilmember Carolyn Cox:
1. Climate Action Steering Committee
2. LOTT Clean Water Alliance
3. Regional Housing Council
- D. Councilmember Lenny Greenstein:
1. Emergency Medical Services (EMS)
2. TCOMM911

E. Councilmember Michael Steadman:

1. Community Action Council
2. Nisqually River Council
3. Thurston County Law & Justice Council

F. Councilmember Ed Kunkel:

1. Joint Animal Services Commission (JASCOM)
2. Lacey South Sound Chamber
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
4. Solid Waste Advisory Committee (SWAC)

G. Councilmember Robin Vazquez:

1. Intercity Transit Authority
2. Olympic Region Clean Air Agency (ORCAA)
3. Thurston Regional Planning Council (TRPC)
4. Thurston County Board of Health

16. ADJOURN TO WORKSESSION:

- A. Moratorium Criteria and Process (Rick Walk, Community & Economic Development Director)



MINUTES OF A REGULAR MEETING OF THE LACEY CITY COUNCIL THURSDAY, SEPTEMBER 1, 2022, REMOTE ATTENDANCE

To hear Council's full discussion of a specific topic, or the complete meeting, watch the video-stream available on YouTube – <https://youtu.be/cvu0v2rJn7A>

CALL TO ORDER

Mayor Ryder called the meeting to order at 6:00 p.m.

1. PLEDGE OF ALLEGIANCE

Mayor Ryder led the Pledge of Allegiance.

Council Present:

Mayor Andy Ryder
Deputy Mayor Malcolm Miller
Councilmember Carolyn Cox
Councilmember Lenny Greenstein
Councilmember Ed Kunkel
Councilmember Robin Vazquez

Council Excused:

Councilmember Michael Steadman

Staff Present:

Scott Spence, City Manager
Robert Almada, Chief of Police
Jen Burbidge, Parks, Culture & Recreation Director
Scott Egger, Public Works Director
Shannon Kelley-Fong, Assistant City Manager
Dave Schneider, City Attorney
Rick Walk, Community & Economic Development Director
Troy Woo, Finance Director
Tom Stiles, Development Review Manager
Peri Edmonds, City Clerk

2. APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda Items:

- A. Council Worksession minutes of August 11, 2022
- B. Council Meeting minutes of August 18, 2022
- C. A motion to approve payment of claims, wages and transfers for August 10, 2022, through August 18, 2022

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

3. PUBLIC RECOGNITIONS AND PRESENTATIONS

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Verbal Public Comments: The deadline to pre-register to speak was 4:00 p.m. the day of the meeting.

No members of the public signed up or pre-registered to speak at the meeting.

Written Public Comments: The deadline to submit written public comments was 4:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record.

No written public comments were received.

5. PUBLIC HEARING

- A. **Hercules Latecomer Agreement:** Tom Stiles, Development Review Manager, presented background on the public street improvements to Hercules Drive NE, assessment reimbursement area, and proposed reimbursement agreement.

Mayor Ryder opened the Public Hearing for the Hercules Latecomer Agreement at 6:02 p.m.

Verbal Public Testimony: The deadline to pre-register to speak was 4:00 p.m. the day of the meeting.

No members of the public signed up or pre-registered to speak at the public hearing.

Written Public Comments: The deadline to submit written testimony was 4:00 p.m. the day of the meeting. Written testimony is not addressed during the meeting; however, it will be added to the official record.

No written testimony was received.

Mayor Ryder closed the Hercules Street Latecomer Agreement Public Hearing at 6:07 p.m.

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE ORDINANCE NO. 1622, APPROVING HERCULES STREET LATECOMER AGREEMENT. COUNCILMEMBER KUNKEL SECONDED. MOTION CARRIED.

6. PROCLAMATIONS

7. REFERRAL FROM PLANNING COMMISSION

8. REFERRAL FROM HEARINGS EXAMINER

9. RESOLUTIONS

10. ORDINANCES

- A. **Ordinance No. 1622 – Hercules Latecomer Agreement.** Action on this item was taken during Agenda Item 5.A. – Public Hearing relating to the Hercules Street Latecomer Agreement.
- B. **Ordinance No. 1623 – 2022 Budget Amendment.** Troy Woo, Finance Director, presented the 2022 Budget Amendments and highlighted significant amendments.

DEPUTY MAYOR MILLER MOVED TO APPROVE ORDINANCE NO. 1623 FOR THE 2022 BUDGET AMENDMENTS. COUNCILMEMBER KUNKEL SECONDED. MOTION CARRIED.

11. MAYOR'S REPORT

- A. Recommendation to Appoint Edward Holm, Kevin Wyckoff, and Tulai Patane to the Historical Commission.
- B. Recommendation to re-appoint Alan Tyler to the Historical Commission.

MAYOR RYDER MOVED TO APPOINT EDWARD HOLM, KEVIN WYCKOFF, AND TULAI PATANE, AND RE-APPOINT ALAN TYLER TO THE HISTORICAL COMMISSION. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

12. CITY MANAGER'S REPORT

13. STANDING COMMITTEES

14. OTHER BUSINESS

15. BOARDS, COMMISSIONS AND COMMITTEE REPORTS

- A. Mayor Ryder
 - 1. Mayor's Forum – **No report**
 - 2. Thurston Chamber Shared Legislative Committee – **No report**
 - 3. Transportation Policy Board – **No report**
- B. Deputy Mayor Miller
 - 1. Economic Development Council (EDC) – **No report**
 - 2. Lodging Tax Advisory Committee (LTAC) – **No report**
 - 3. Thurston County Coalition Against Trafficking (TCCAT) – **No report**
 - 4. Thurston Thrives – **No report**
- C. Councilmember Cox
 - 1. Climate Mitigation Steering Committee – **Made report**
 - 2. Lott Clean Water Alliance – **No report**
 - 3. Regional Housing Council – **Made report**
- D. Councilmember Greenstein
 - 1. Emergency Medical Services (EMS) – **No report**
 - 2. TCOMM911 – **No report**
- E. Councilmember Steadman
 - 1. Community Action Council – **No report**
 - 2. Nisqually River Council – **No report**
 - 3. Thurston County Law & Justice – **No report**
- F. Councilmember Kunkel
 - 1. Joint Animal Services Commission (JASCOM) – **No report**
 - 2. Lacey South Sound Chamber – **No report**
 - 3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB) – **No report**
 - 4. Solid Waste Advisory Committee (SWAC) – **No report**
- G. Councilmember Vazquez
 - 1. Intercity Transit – **No Report**
 - 2. Olympic Region Clean Air Agency – **No report**
 - 3. Thurston Regional Planning Council – **No report**
 - 4. Thurston County Board of Health – **Made report**

16. ADJOURN

Mayor Ryder adjourned the Council Meeting at 6:40 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____



LACEY CITY COUNCIL MEETING September 15, 2022

SUBJECT: Disbursement Approval

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

STAFF CONTACT: Troy Woo, Finance Director 

ORIGINATED BY: Troy Woo, Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 8/19/2022 through 9/7/2022. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	8/25/2022	265127	265201	106,513.71
	*8/31/2022	265202	265205	2,074.13
	9/2/2022	265206	265320	535,283.09

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	8/25/2022	150203.84
	8/24/2022	252.00
	8/11/2022	43,443.36
	8/30/2022	72,304.46
	8/31/2022	144.00
	8/31/2022	1,116,885.76
	*8/31/2022	17,203.23
	*8/31/2022	1,509,168.59
	9/2/2022	147.00
	9/6/2022	98.60
	9/6/2022	164,968.78
	9/6/2022	14,527.20

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

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
MurraySmith, Inc.	\$ 59,502.00	Liftstation Consulting
CDW Government, Inc.	\$ 72,072.41	Computer Replacements
Hough Beck & Baird, Inc.	\$ 52,205.68	Cuoio Park Phase 1A Design
KMB Architects	\$ 271,449.76	Police Station Design
Pease & Sons. Inc.	\$ 210,259.14	Liftstation 49 Cross Connect Control
SoftwareONE, Inc.	\$ 138,075.33	Microsoft Software Licensing
South Sound Contractors	\$ 269,017.62	Capitol City Golf Course Utilities

CITY OF LACEY

Official Proclamation

WHEREAS, registering to vote empowers eligible citizens to exercise their right to vote on Election Day; and

WHEREAS, the City of Lacey is committed to strengthening democracy by encouraging voter registration and increasing participation in all elections; and

WHEREAS, civic-minded people and organizations have collaborated to establish September 20, 2022, as **National Voter Registration Day**; and

WHEREAS, the goal for the 2022 National Voter Registration Day is to create awareness of elections and motivate eligible citizens to vote in coming months; and

WHEREAS, the strength of our democracy depends on the willingness of our citizens to participate by choosing those who will lead us and by voicing their opinions on important matters that will come before the voters on Election Day.

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby recognize September 20, 2022, as

National Voter Registration Day

in Lacey and encourage all eligible city residents to register to vote.

Mayor Andy Ryder
September 15, 2022



LACEY CITY COUNCIL MEETING September 15, 2022

SUBJECT: Flag Policy Update

RECOMMENDATION: Motion to adopt Resolution 1120.

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*

ATTACHMENTS: [Attachment 1 – Resolution 1120](#)

PRIOR REVIEW: [May 23, 2022](#) – Commission on Equity
[June 6, 2022](#) – City Council Community Relations Committee
(Juneteenth Flag)
[June 9, 2022](#) – City Council Worksession (Juneteenth Flag)
[July 25, 2022](#) – Commission on Equity
[September 8, 2022](#) – City Council Worksession

BACKGROUND:

At the [July 25, 2022](#), meeting, the City of Lacey's Commission on Equity (COE) recommended updating the City of Lacey's Flag Policy, Section 5.12 of the Council Policies and Procedures Manual, to include:

- The purpose of the policy
- That City flagpoles are to be used exclusively by the City as a form of government expression
- How flags are to be displayed
- The Commission on Equity's role in the process
- Approval information
- Displaying the **Progress Pride Flag** – June 1 to June 30 (with noted exception)
- Displaying the **Juneteenth Flag** – 3rd Weekend to June 19 | June 19 through 3rd Weekend at the Regional Athletic Complex (RAC) and City Hall
- Displaying the **Nisqually Tribe Flag** – November 1 to November 15, with consent
- Displaying the **Squaxin Tribe Flag** – November 16 to November 30, with consent

Displaying the Chehalis Tribe Flag, with consent, was discussed during the September 8, 2022 City Council Worksession. Options for including, or considering, display of the Chehalis Tribe flag include:

1. Amend the proposed language to incorporate the display of the Chehalis Tribe flag from October 16 to October 31 or December 1 to December 15, or some other date determined by the Lacey City Council.
2. Request the Commission on Equity review this display and come back to the City Council with recommendations at a future date.
3. Some other option not contemplated in the above.

The role of the Commission on Equity in the Flag Policy was also discussed during the September 8, 2022, City Council Worksession. Options for the Commission on Equity's role in this process include:

1. Adopt the proposed language as is which states, "[t]he Lacey City Council may request the Commission on Equity to review and provide recommendations on flag displays."
2. Amend the proposed language to state "[t]he Commission on Equity will review and provide recommendation on flag displays."
3. Some other option not contemplated in the above.

ADVANTAGES:

1. The proposed updated Flag Policy provides a more robust policy.
2. The proposed updated Flag Policy incorporates additional flag displays in effort to create a more welcoming community.

DISADVANTAGES:

1. None identified at this time.

RESOLUTION 1120

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY RELATING
TO THE CITY COUNCIL'S FLAG POLICY.

WHEREAS, on June 9, 2011, the Lacey City Council adopted the Council Policies and Procedures manual to standardize the process for implementing current and new Council practices, procedures, and policies; and

WHEREAS, on July 25, 2022, the Commission on Equity recommended updates to Section 5.12, Flag Policy, to the Lacey City Council to increase community inclusivity and create a more welcoming community.

WHEREAS, the City Council has reviewed the recommended updates to the Flag Policy and finds the proposed changes to improve community inclusivity and create a more welcoming community will be in the public interest.

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

Section 1. Chapter 5.12 of the Council Policies and Procedures Manual, Flag Policy, shall be amended as set forth in [Exhibit A](#).

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,
this 15th day of September, 2022.

CITY COUNCIL

By _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Exhibit A

5.12 Flag Policy

The purpose of the policy is to establish guidelines in order to ensure that the flags are used only for government speech and that they reflect the views, values, and goals of the city. The City's flagpoles are not intended to serve as a forum for free expression by the public. The City will not display a ceremonial flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

Flags shall be displayed in conformance with Federal and State laws and policies, as stated in the Federal "The Flag" publication of the Congress, Title 4, Chapter, 1 of the United States Code, and the State of Washington Revised Code of Washington 35A.21.180 and RCW 1.20.017.

Based on guidance from the Washington Secretary of State, the Washington State flag should be displayed in the highest position of honor after the U.S. flag and the flags of any other nations. The Washington State flag should be displayed in a higher position of honor than the flags of other states, counties, cities, or any other entity. When the U.S., Washington State, and POW-MIA flags are flown on a single pole, the U.S. flag should be on top, followed by POW-MIA flag and then the Washington State flag. If there are two poles, the POW/MIA flag should be flown under the U.S. flag while the Washington State flag is on the other pole.

Any flag flown by the City must be purchased and owned by the City.

flag

Alternatives to Displaying the City Flag:

This policy shall apply to all City-owned locations at which the City flag is displayed-, unless otherwise noted.

<u>Location</u>	<u># of Flag Poles</u>	<u>Flags Presented</u>
<u>City Hall</u>	<u>3</u>	<u>US Flag</u> <u>POW Flag</u> <u>Washington State</u> <u>City of Lacey</u>
<u>Public Works Shop (commonly referred to as “the Shop”)</u>	<u>1</u>	<u>US Flag</u> <u>City of Lacey</u>
<u>RAC</u>	<u>1</u>	<u>US Flag</u> <u>City of Lacey</u>
<u>Lacey Civic Plaza</u>	<u>3</u>	<u>US Flag</u> <u>POW Flag</u> <u>Washington State</u> <u>City of Lacey</u>
<u>Woodland Community Center</u>	<u>1</u>	<u>US Flag</u> <u>City of Lacey</u>
<u>Hawks Prairie (near Home Depot)</u>	<u>2</u>	<u>US Flag</u> <u>Washington State</u> <u>(Poles are not tall enough to fly two flags)</u>

The City’s flagpoles are to be used exclusively by the City, where the Lacey City Council may display a commemorative flag as a form of government expression. The Lacey Council may choose to fly a different flag in place of the City flag. Any decision to fly a different flag must be made independently by the Council. The Lacey City Council may request the Commission on Equity to review and provide recommendations on flag displays. The approval to fly a flag in place of the City flag must be made by a majority of the Council at ~~any~~ regular Council meeting. ~~The decision can~~ The Lacey City Council approval will include a description of the flag to be made to fly displayed and the flag dates for a specific period of time or on a recurring display of the particular flag, including if the flag will be displayed on an annual basis. Flags authorized by the Lacey City Council to be displayed on an annual basis should be incorporated into this policy.

~~Any flag flown by the City must be purchased and owned by the City.~~
Council Approved Flags

- **Sister City Flag:** The flag of Lacey’s sister city may be flown during the visit of a sister city delegation to City Hall.

- **The Progress Pride Flag:** The Progress Pride Flag will be flown annually from June 1 to June 30, with the exception of when the Juneteenth Flag is flown (see below).
- **The Juneteenth Flag:** The Juneteenth Flag will be flown annually from June 19 to the third weekend of June or the third weekend of June to June 19 depending on which comes first, at City Hall and the Regional Athletic Complex.
- **The Nisqually Indian Tribe Flag:** The Nisqually Indian Tribe Flag will be flown annually from November 1 to November 15 provided the City annually receives consent from the Nisqually Indian Tribe.
- **Squaxin Island Tribe Flag:** The Squaxin Island Tribe Flag will be flown annually from November 16 to November 30 provided the City annually receives consent from the Squaxin Island Tribe.



Lacey City Council Meeting **September 15, 2022**

SUBJECT: **Removal of Lacey Municipal Code, 2.56 (Personnel Policy) and Update to Lacey Municipal Code 2.26 (Oaths and Performance Bonds)**

RECOMMENDATION: **Approve Ordinance relating to the Lacey Municipal Code 2.26 and 2.56.**

STAFF CONTACT: Scott Spence, City Manager *SS*
 Leialani Jensen, Acting Human Resources Director *lej*

ORIGINATED BY: Human Resources Department

ATTACHMENTS: 1. [Ordinance No. 1624](#)

FISCAL NOTE: None

PRIOR REVIEW: General Government & Public Safety Committee – August 23, 2022

BACKGROUND:

On January 1, 2022, the City implemented a comprehensive update to the City Policy Manual, which covers the guidance, rules, expectations and procedures in relation to City employees. This policy manual in tandem with Civil Service Rules and Collective Bargaining Agreements covers all of the topics, which formally were listed within the Lacey Municipal Code 2.56 (Personnel Policy).

In 1973, the City of Lacey adopted the classification of non-charter code city pursuant to Title 35A of the Revised Code of Washington, and reorganized its governmental structure under the council-manager plan with the passage of Resolution 243. Under the council-manager form of government, the city manager is responsible for the internal operations and management of all city personnel. Inclusion of personnel regulations cited within the Lacey Municipal Code (2.56 Personnel Policy) is unnecessary and should be removed from code.

In addition, Lacey Municipal Code 2.26 (Oaths and Performance Bonds) needs to be updated to reflect the current coverage by the Washington Cities Insurance Authority (WCIA) regarding the blanket bond.

The suggested change is noted in red below:

A. All officers of the city, before entering upon the performance of their duties, shall take an oath or affirmation for the faithful performance of their duties. They shall be covered by a surety bond or bonds conditioned on the honest and faithful performance of their official duties. Such coverage may be provided by way of a blanket faithful performance bond covering all officers and employees of the city so long as the amount of such blanket bond is at least \$2,000,000 per loss.

B. The premiums on such bond or bonds shall be paid by the city. (Ord. 879, 1990; Ord. 804 §1, 1987; Ord. 578 §1, 1980; Ord. 497 §4, 1978).

ADVANTAGES:

1. Removal of personnel policies from the Lacey Municipal Code aligns with Lacey's form of government.
2. Amendments align the Lacey Municipal Code language with current WCIA coverage recommendations.

DISADVANTAGES:

1. None.

ORDINANCE NO. 1624

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO PERSONNEL POLICY, REPEALING LACEY MUNICIPAL CODE 2.56, AMENDING LACEY MUNICIPAL CODE 2.26.010, AND ADOPTING A SUMMARY FOR PUBLICATION.

WHEREAS, on January 1, 2022, the City of Lacey implemented a comprehensive update to the City Policy Manual; and

WHEREAS, the City Policy Manual covers the guidance, rules, expectations and procedures in relation to City of Lacey employees; and

WHEREAS, the City Policy Manual in tandem with Civil Service Rules and Collective Bargaining Agreements covers all of the topics currently listed within Lacey Municipal Code 2.56 (Personnel Policy); and

WHEREAS, the majority of the sections within Lacey Municipal Code 2.56 were adopted in the 1970's when the City of Lacey was much smaller and functioned under a different plan of government than its current Council-manager plan; and

WHEREAS, under the Council-manager plan of government the City Manager is responsible for the internal operations of personnel; and

WHEREAS, the Washington Cities Insurance Authority (WCIA) recommends increasing the blanket bond coverage under Section 2.26.010 of the Lacey Municipal Code to at least \$2,000,000.00 per loss; and

WHEREAS, the City Council finds that the changes contained in this ordinance will be in the public interest.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1: Chapter 2.56 of the Lacey Municipal Code is hereby repealed.

Section 2: Section 2.26.010 of the Lacey Municipal Code is hereby amended to read as follows:

- A. All officers of the city, before entering upon the performance of their duties, shall take an oath or affirmation for the faithful performance of their duties. They shall be covered by a surety bond or bonds conditioned on the honest and faithful performance of their official duties. Such coverage may be provided by way of a blanket faithful performance bond covering all officers and employees of the city so long as the amount of such blanket bond is at least ~~\$150,000.00~~ 2,000,000.00 per loss.
- B. The premiums on such bond or bonds shall be paid by the city.

Section 3: Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is for any reason declared invalid in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 4: Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5: The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,
WASHINGTON, at a regularly-called meeting thereof, held this 15th day of September, 2022.

CITY COUNCIL

By: _____
Mayor

Approved as to form:

City Attorney

Attest:

City Clerk

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1624

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on September 15, 2022, Ordinance No. 1624 entitled “AN ORDINANCE OF THE CITY OF LACEY RELATED TO PERSONNEL POLICY, REPEALING LACEY MUNICIPAL CODE 2.56, AMENDING LACEY MUNICIPAL CODE 2.26.010 AND ADOPTING A SUMMARY FOR PUBLICATION.”

The main points of the Ordinance are described as follows:

1. The Ordinance repeals Lacey Municipal Code 2.56 (Personnel Policy).
2. The Ordinance amends Section 2.26.010 of the Lacey Municipal Code to reflect current WCIA coverage regarding the blanket bond.
3. The Ordinance approves this Summary for Publication.

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.

Published: September 19, 2022.



LACEY CITY COUNCIL MEETING September 15, 2022

SUBJECT: Work Plan 2022-2024

RECOMMENDATION: Motion to adopt the City of Lacey Work Plan 2022-2024.

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*

ORIGINATED BY: City Manager's Department

ATTACHMENTS: 1. [Updated Draft Work Plan 2022-2024](#)

FISCAL NOTE: None for the adoption of the plan. Work Plan items have identified cost estimations.

PRIOR REVIEW: Council Retreat – April 28, 2022
Worksession – August 11, 2022

BACKGROUND: The following provides a brief overview of the Work Plan process to date:



Phase I: Council Interview & Follow-up Survey

Each Councilmember met individually with City staff to discuss their short-term priorities for the City. From these interviews, a follow-up prioritization survey was created to provide a high-level account of unique and common priorities expressed by Councilmembers. This survey was sent to all Councilmembers to help get a more definitive understanding of City Council priorities to discuss at the retreat.



Phase II: City Council Retreat

The purpose of the City Council retreat was to get high-level consensus on short-term priorities for the City. The City Council engaged in a second prioritization exercise at the end of this meeting.



Phase III: City Staff Follow-up

Following the City Council Retreat, the City Manager and Department Directors assessed the identified City Council priorities and provided recommendations on each priority's feasibility and related impacts over the next few years. As part of this assessment, the City Manager and Department Directors considered organizational capacity and impacts to existing service, as well as potential benchmarks to gauge success over 2022 to 2024.



Phase IV: Worksession Discussion

On August 11, 2022, the City Council held a Worksession to deliberate on the feedback and assessment provided by the City Manager and Department Directors. Feedback from this discussion was then incorporated into the Work Plan document.



Adoption of Work Plan

We are here. Following the Worksession review, a second draft Work Plan will come before the City Council for consideration for adoption.

From the discussion at the Worksession on August 11, 2022, changes to the Work Plan include:

- A. Craft a framework to strategically advance Annexations & UGA permitting
 - **Annexation** anticipated benchmarks
 - **Development Regulations** anticipated benchmarks
- E. Continue initiatives to advance indoor recreation opportunities
 - To include “indoor recreation and cultural opportunities.”

Other minor edits and additions throughout the document.

ADVANTAGES:

1. The Work Plan provides a multiyear strategic guide (2022-2024) for major City initiatives.

DISADVANTAGES:

1. None identified at this time.



LACEY WORK PLAN

2022-2024



Shaping Our Community Together

Draft Adopted **Month X**, 2022

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VISION, MISSION, THEMES, MOTTO

Mission Statement

Our mission is to enrich the quality of life in Lacey for all its citizens, and to build an attractive, inviting, and secure community. Council works in partnership with residents to foster community pride, develop the economy, plan for the future, and the preservation and enhancement of our environment.

Vision Theme Areas

In 1990, the City adopted eight guiding themes to implement the City's vision:

- A safe and secure community
- A vibrant, diverse economy
- A vibrant place to live, work, and play
- An engaged community
- Coordinated and collaborative planning
- Environmental Stewardship
- Excellence in programs and services
- Quality transportation and infrastructure

Motto

Shaping Our Community Together



Themes

Quality Service | Community Leadership | Innovation in Local Government

Leadership

Accountably

Customer service

Excellence

Your Community

Organizational Values

- | | | |
|----------------|-------------------|------------------|
| ▪ Integrity | ▪ Leadership | ▪ Innovation |
| ▪ Productivity | ▪ Collaboration | ▪ Diversity |
| ▪ Stewardship | ▪ Service | ▪ Accountability |
| ▪ Empathy | ▪ Professionalism | ▪ Honesty |





WORK PLAN PROCESS

The following provides a brief overview of the Work Plan process.



Phase I: Council Interview & Follow-up Survey

Each Councilmember met individually with City staff to discuss their short-term priorities for the City. From these interviews, a follow-up prioritization survey was created to provide a high-level account of unique and common priorities expressed by Councilmembers. This survey was sent to all Councilmembers to help get a more definitive understanding of City Council priorities to discuss at the Retreat.



Phase II: City Council Retreat

The purpose of the City Council retreat was to get high-level consensus on short-term priorities for the City. The City Council engaged in a second prioritization exercise at the end of this meeting.



Phase III: City Staff Follow-up

Following the City Council Retreat, the City Manager and Department Directors assessed the identified City Council priorities and provide recommendations on each priority's feasibility and related impacts over the next few years. As part of this assessment, the City Manager and Department Directors considered organizational capacity and impacts to existing service, as well as potential benchmarks to gauge success.



Phase IV: Worksession Discussion

At the Worksession on August 11, 2022, Councilmembers deliberated on the feedback and assessment provided by the City Manager and Department Directors. Feedback from this discussion was then incorporated into the Work Plan document.



Adoption of Work Plan

On **Month XX**, 2022 the Lacey City Council adopted the Work Plan 2022-2024.

TOP PRIORITY WORK PLAN ITEMS



COORDINATED & COLLABORATIVE PLANNING

- A. Craft a framework to strategically advance Annexations & UGA permitting
- B. Update the Comprehensive Plan and review Development Regulations



VIBRANT PLACE TO LIVE, WORK, & PLAY

- C. Complete Greg Cuoio Park & Greenways – Phase 1 A
- D. Finalize the City's Homeless Response Plan & enhance social services
- E. Continue initiatives to advance indoor recreation & cultural opportunities



VIBRANT & DIVERSE ECONOMY

- F. Focus on RAC Phase III & other sport facility developments
- G. Enhance economic, workforce, and incubator projects and programs



A SAFE AND SECURE COMMUNITY

- H. Continue the development of a new Lacey Police Station



QUALITY TRANSPORTATION & INFRASTRUCTURE

- I. Continue focus on Interstate 5 and Nisqually Bridge corridor solution
- J. Enhance multimodal transportation infrastructure and create a welcoming physical environment for all community members

OTHER PRIORITY WORK PLAN ITEMS



ENVIRONMENTAL STEWARDSHIP

K. Continue implementation of climate mitigation efforts.



AN ENGAGED COMMUNITY

L. Enhance communication and engagement efforts.



EXCELLENCE IN PROGRAMS & SERVICES

M. Attract and retain quality and qualified staff to meet service needs.



COORDINATED & COLLABORATIVE PLANNING



- A. Craft a framework to strategically advance Annexations & UGA permitting
- B. Update the Comprehensive Plan and review Development Regulations

WHY: Planning regulations and policies require periodic review and updates to meet state law and the ever-changing needs of the communities they serve.

CONTEXT: The City endeavors to provide a balance of land use activity that promotes the overall quality of life and protects environmentally sensitive areas to make Lacey a great place to live, work, learn, shop, and play. To ensure that planning regulations align with the vision of Lacey, the City reviews and updates codes and policies as needed according to state law and the desires of the community.

The **Growth Management Act** (GMA) is a comprehensive land use law in the state of Washington designed to manage growth. To achieve coordinated regional planning efforts, the GMA requires counties and the cities therein to jointly develop a policy framework to guide the development of each jurisdiction's comprehensive plan. These policies are called County-Wide Planning Policies (CWPP) and include the identification of each city's respective **Urban Growth Areas** (UGAs). UGAs are where population and employment are encouraged. The City and Thurston County have worked collaboratively since 1994 on land use planning for the Lacey UGA.

Annexations occur when the legislative bodies take action to add properties within its UGA to the city. The City adopted annexation policies in 2011. The policies state that the City "should evaluate all annexations on the basis of their short- and long-term community impact... Annexation will take place only after the City is satisfied that [services] can be made in a manner cost effective to the City." Over the past few years, the City has performed a variety of annexations (both City and owner-initiated) increasing the population and geographic size of the City.

Comprehensive plans are the centerpiece of local planning efforts. A comprehensive plan articulates a series of goals, objectives, policies, actions, and standards that are intended to guide the day-to-day decisions of elected officials and local government staff. The City is required to perform a periodic update to its comprehensive plan on an eight-year cycle. Updates include establishing, reworking, or reaffirming goals and policies to guide how the City will accommodate forecasted growth for the next twenty years, while maintaining Lacey's vision.

Zoning along with development codes are an implementation tool of the comprehensive plan. It is a planning practice of classifying land as regulated zones for designated purposes to create suitable land use patterns, such as various types of uses, or by design standards, e.g., form-based codes, to meet the goals and vision identified in the City's comprehensive plan.

A. Craft a framework to strategically advance Annexations & UGA permitting



EST. PROJECT COST:	\$0 (capital only; does not include staff time and resources)
FUNDING SOURCE:	General Fund State Funding Development Fees
PRIORITY LEVEL:	HIGH
CITY ROLE:	Lead
CITY LEVEL OF CONTROL:	Medium
LEAD DEPARTMENT(S):	Community & Economic Development
SECONDARY DEPARTMENT(S):	City Manager City Attorney Public Works Police
CONTACTS:	Rick Walk – Community & Economic Development Director
STAFF HOURS FTEs	350+ Annually 0.2 FTEs

ANTICIPATED BENCHMARKS

Project	2022	2023	2024 & Beyond
ANNEXATIONS	- Continue to process property owner-initiated annexations according to policy - Continue to process City-initiated annexations, as needed and according to policy	- Continue to process property owner-initiated annexations according to policy - Continue to process City-initiated annexations, as needed and according to policy - Begin review of Annexation Policies	- Update and adopt new Annexation Policies and Strategy - Continue to process property owner-initiated annexations per updated policy - Continue to process City-initiated annexations, as needed and per updated policy
UGA PERMITTING	Complete the Martin Way Corridor Study	- Determine impacts to Lacey community and resources needed to maintain service levels - Initiate conversation with County Staff- establish framework of negotiations	Take action based on best interest to City of Lacey

COMPLETED ACTIONS

- Recent property owner-initiated annexations:
 - 2020 Mullen Road Annexation, incorporating est. 3 residents and 67 acres
 - 2021 Serenity Carpenter Road Annexation, incorporating 0 residents and 3.18 acres
 - 2021 Steilacoom and Marvin Road, incorporating 1,589 residents and incorporating 410 acres
- Performed City-initiated annexations to ensure community safety, Capitol Estates
 - 2021 Capitol City and Chambers Estates incorporating 978 residents and 288 acres
 - 2022 Lake Lois Annexation incorporating 100 residents and 95 acres
 - 2022 Lake Lois Annexation, incorporating 100 residents and 95 acres
- Participating on the Martin Way Corridor Study

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

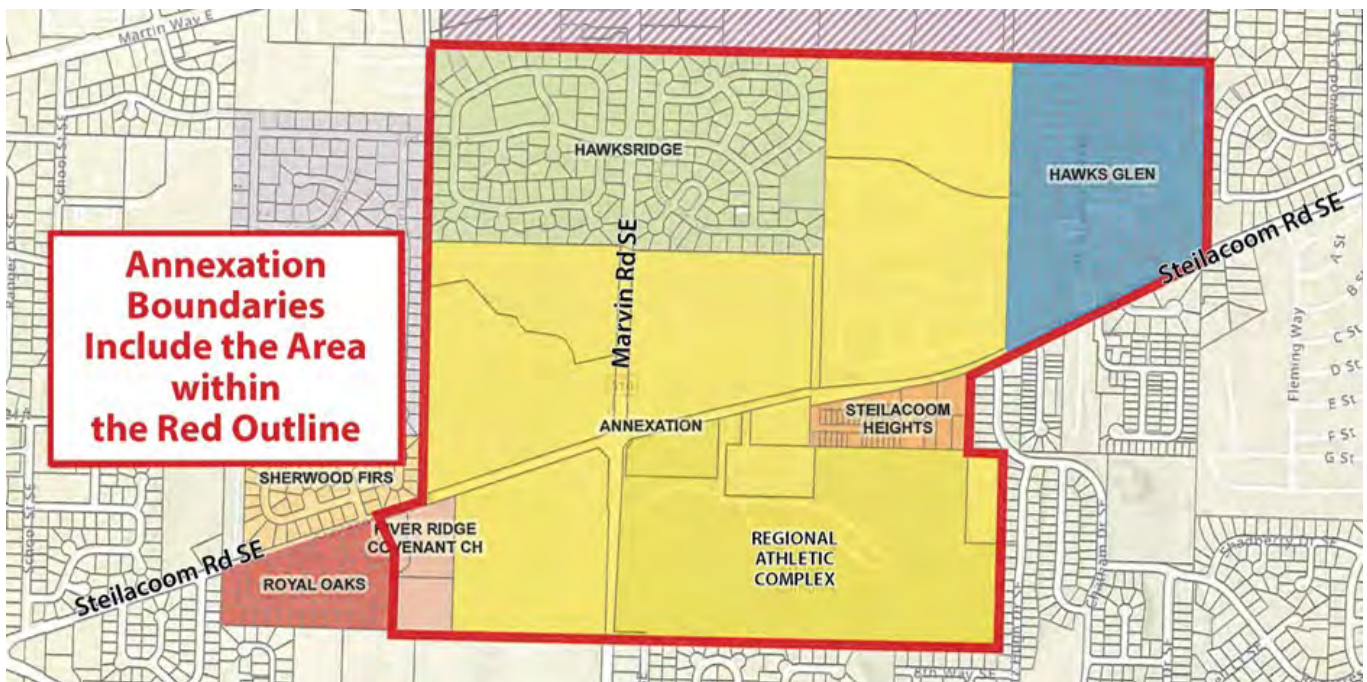
- Creates uniform boundaries and consistency in governance and regulation
- No benefit to City of Lacey at present; Provides services and consistency to UGA residents

FUTURE CITY COUNCIL ACTIONS

- Review and consider adoption of future owner-initiated annexations
- Review and adopt new Annexation policies and strategy (2024)
- Continue regional planning participation (e.g., TRPC - Martin Way Corridor Study)

MORE INFORMATION

- Comprehensive Plan
- Adopted Annexation Policies
- Martin Corridor Study



B. Update the Comprehensive Plan and review Development Regulations



EST. PROJECT COST:	\$0 (capital only; does not include staff time and resources)
FUNDING SOURCE:	General Fund State Funding
PRIORITY LEVEL:	HIGH
CITY ROLE:	Lead
CITY LEVEL OF CONTROL:	High
LEAD DEPARTMENT(S):	Community & Economic Development Public Works
SECONDARY DEPARTMENT(S):	City Manager City Attorney Public Works Parks, Culture & Recreation
CONTACTS:	Rick Walk – Community Development Director
STAFF HOURS FTEs	4600+ Annually 2.2 FTEs

ANTICIPATED BENCHMARKS

Project	2022	2023	2024 & Beyond
DEVELOPMENT REGULATIONS	1. Initiate Neighborhood Commercial (NC) review	2. Complete NC Review. 3. Begin systematic review of development regulations for ease of implementation and internal consistency	4. Initiate 2025 Comp Plan Update with concurrent review and adoption of development regulations 5. Update of development regulations may take up to two years after comp plan update
COMPREHENSIVE PLAN	6. Develop comp plan update strategy, cost, and staffing plan to begin work on comprehensive plan update	7. Update demographics, land capacity analysis and existing conditions reports 8. Develop public engagement strategy	9. Initiate 2025 Comp Plan Update with concurrent review and adoption of development regulations 10. Update of development regulations may take up to two years after comp plan update

COMPLETED ACTIONS

- Review of Quasi-Judicial process

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Establishes a community vision and sense of place, as well as enhances quality of life.

FUTURE CITY COUNCIL ACTIONS

- NC review and recommendations (2023)

MORE INFORMATION

- Comprehensive Plan
- Lacey Municipal Code
- County Wide Planning Policies
- Growth Management Act





VIBRANT PLACE TO LIVE, WORK, & PLAY



- C. Complete Greg Cuoio Park & Greenways – Phase 1 A
- D. Finalize Homeless Response Plan & enhance social services
- E. Continue initiatives to advance indoor recreation & cultural opportunities

WHY: To help foster and support a healthy, happy, and diverse community.

CONTEXT: The City endeavors to provide high-quality and diverse parks, culture and recreation facilities that are reflective of the community's needs and to provide a full spectrum of recreation opportunities and services. **Greg Cuoio Park and Greenways** is an approximately 537-acre park formed through the purchase and acquisition of multiple parcels by the City of Lacey. This park and the surrounding greenways are truly a unique asset to the City. The site's natural amenities will enhance Lacey's park system with a focus on passive recreation and reducing impact to the land.

The City works to provide safe and affordable housing solutions to all community members. The nation is confronted with a **homeless crisis** on a scale not seen since the Great Depression that has only deepened with the continuation of the COVID-19 pandemic. The City works collaboratively with community partners to provide social service resources to individuals experiencing homelessness, as well as services to prevent homelessness from occurring. The City provides: Direct social service outreach & clean-up response; Coordinated efforts with regional and community partners; Funding to support the work of non-profit and other governmental entities; and Advocacy for more comprehensive solutions to homelessness at the state and federal level. Many of these programs are currently performed on an ad hoc basis with program operations and contract administration provided by various staff members. The City is also considering becoming a Community Development Block Grant Entitlement Community in 2025. This will require creating a community participation plan, a housing needs assessment, and a community development plan. A **comprehensive social services program** would provide a coordinated, efficient, and strategic approach to managing these programs more effectively moving forward.

Finally, there is a critical need for early **learning and indoor recreation resources in Lacey**. The demand for high-quality childcare programs has outpaced industry growth for several years with a nation-wide decrease in supply starting in 2019; the COVID-19 pandemic exacerbated this crisis leading over 30% of childcare centers to close. According to the Washington State Department for Children, Youth & Families (DCYF), the vast majority of North Thurston Public Schools (NTPS) service area falls within an "extreme childcare access desert". NTPS invited the City of Lacey and South Sound YMCA to the table for purpose of considering innovative solutions in addressing the unique learning needs of children ages 3-5 both in and outside of the classroom. Ultimately, the partners developed a vision that includes a learning center combined with indoor recreation, known as the Young Child and Families Center of Lacey. This model creates a unique environment to bridge the education gap but also introduces healthy recreational opportunities for youth and families such as an indoor playground and pool. Currently, indoor recreation options in the City are very limited and are the greatest need as expressed by local input efforts.

C. Complete Greg Cuoio Park & Greenways – Phase 1A



EST. PROJECT COST:	\$3M - \$5M
FUNDING SOURCE:	General Fund State & Federal Funding
PRIORITY LEVEL:	HIGH
CITY ROLE:	Lead
CITY LEVEL OF CONTROL:	High
LEAD DEPARTMENT(S):	Parks, Culture & Recreation Public Works
SECONDARY DEPARTMENT(S):	City Manager City Attorney Public Affairs Finance Community & Economic Development
CONTACTS:	Jen Burbidge – Parks, Culture & Recreation Director Scott Egger – Public Works Director
STAFF HOURS FTEs:	1,300 (2022 & 2023) 0.6 FTEs 3,300 (2024) 1.6 FTEs

Anticipated Benchmarks		
2022	2023	2024 & Beyond
1. Finalize SEPA 2. Land surveys 3. 30% of Construction Design 4. RCO grant submission	5. Permitting 6. 100% Design 7. Formal bidding and contract award 8. Identify sustainable funding source for future phases 9. Conduct statistically valid survey	10. Construction 11. Open Park 12. Commence Phase 1B and other future phases



COMPLETED ACTIONS

- Master Plan completed and adopted
- HBB Landscaping retained for design

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

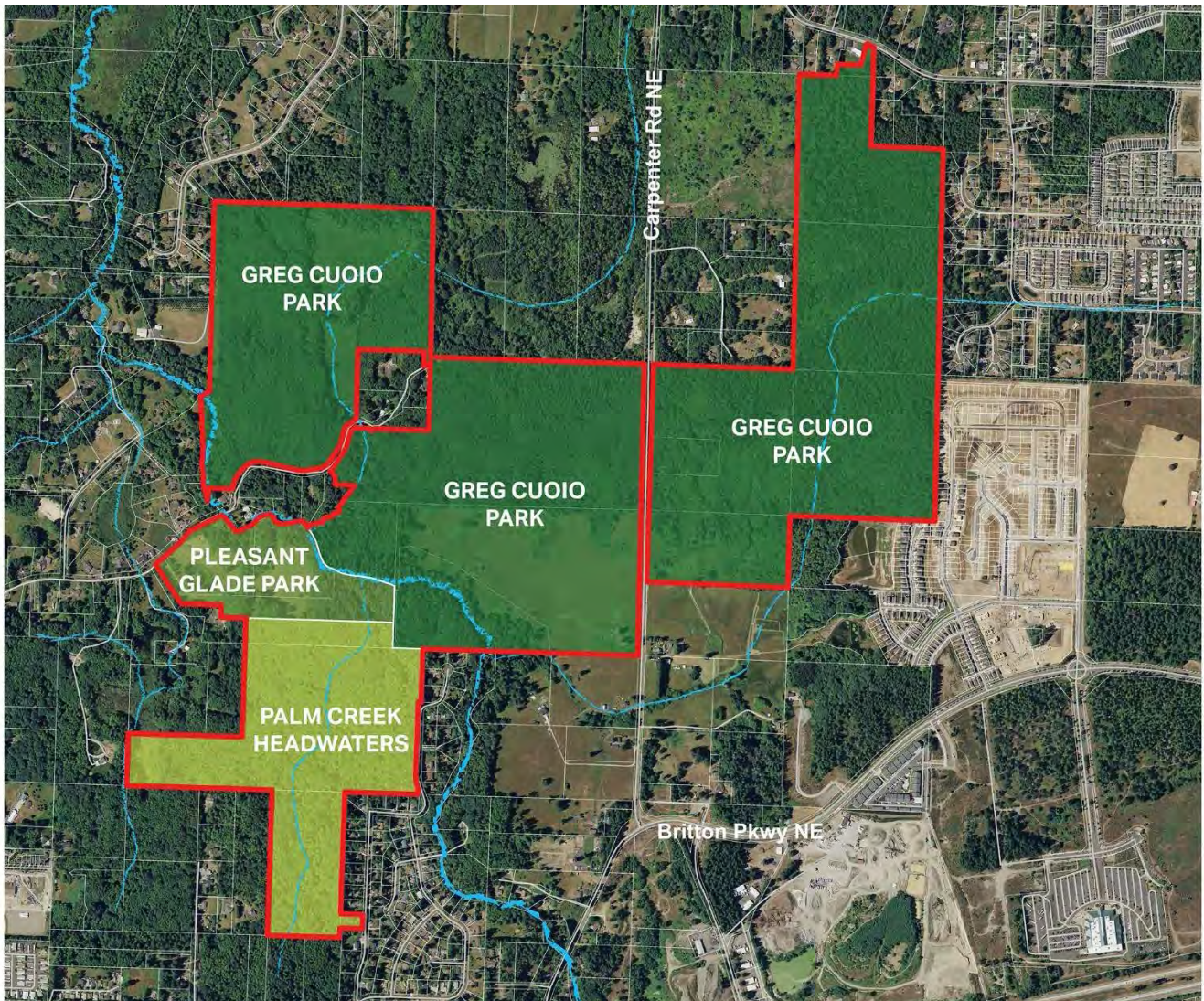
- Improved quality of life: positive social health, economic, environment impacts on the community.

FUTURE CITY COUNCIL ACTIONS

- Approve future contract award for construction

MORE INFORMATION

- Greg Cuoio Park & Greenways Master Plan
- Lacey Cares Initiative – Parks, Culture, and Recreation Outreach and Engagement Report



D. Finalize Homeless Response Plan & enhance social services



EST. PROJECT COST:	\$0 (capital only; does not include staff time and resources)
FUNDING SOURCE:	General Fund State & Federal Funding
PRIORITY LEVEL:	HIGH
CITY ROLE:	Lead
CITY LEVEL OF CONTROL:	High
LEAD DEPARTMENT(S):	Community & Economic Development City Manager
SECONDARY DEPARTMENT(S):	City Attorney Public Affairs Public Works
CONTACTS:	Rick Walk, Community Development Director Shannon Kelley- Fong, Assistant City Manager
STAFF HOURS FTEs:	6200+ Annually 3.0 FTEs

ANTICIPATED BENCHMARKS			
Project	2022	2023	2024 & Beyond
Response Plan	1. Presented draft recommendation to Council	2. Finalize Plan for adoption 3. Commence implementation	4. Continue implementation
Supportive Housing Acquisitions	5. Explore and pursue affordable and supportive housing opportunities. Enter into agreements with partners 6. Implement affordable and supportive housing opportunities	7. Consider other affordable and supportive housing opportunities in community	8. Consider other affordable housing opportunities in community
Social Services Plan	9. Work to create comprehensive plan for City social services, emphasizing a transparent process	10. Finalize comprehensive plan 11. Leverage surplus City-owned properties for social services	12. Implement plan
CDBG Entitlement	13. Finalize 2020 LVSH project 14. Determine 2023 projects with Thurston County	15. Start creating Plan and performing necessary engagement	16. Create an Entitlement Program for Lacey 17. Adopt plan 18. CDBG funding management (2025+)

COMPLETED ACTIONS

- Homeless Workgroup (2020-2022)
- Speaker Series Seminars (9 total) | Virtual Open House (2 total)
- Presentation to City Council (Feb. 2022)
- Entered into Rights-of-way (ROW) MOU with Partners
- Partnership with Olympic Health and Recovery Services to establish Mobile Outreach Team (MOT)

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Establishes clear strategy for addressing homelessness in Lacey
- Improved quality of life for most vulnerable community members
- Homeless efforts are supported by Lacey Homeless Taskforce, Regional Housing Council, Governor's Office
- A comprehensive social services program would provide a coordinated, efficient, and strategic approach to managing these programs more effectively moving forward
- CDBG projects could be funded in the City every year improving the community

FUTURE CITY COUNCIL ACTIONS

- Review draft Homeless Response Plan
- Adopt Homeless Response Plan
- Consider CDBG options for 2025 and beyond

MORE INFORMATION

- Council Briefing, Findings, and Recommendations Presentation – Feb. 17, 2022
- Affordable Housing Strategy
- Thurston County Homeless Crisis Response Plan, 2019-2024
- Lacey Community Development Block Grant [webpage](#)
- Thurston County Five-Year Homeless Crisis Response [Plan](#)
- CDBG Staff Report June 3, 2021 | CDBG Staff Report July 22, 2021



E. Continue initiatives to advance indoor recreation & cultural opportunities



EST. PROJECT COST: \$40M+

FUNDING SOURCE: Partner | General Fund | State & Federal Funding

PRIORITY LEVEL: **HIGH**

CITY ROLE: Lead, Partner, Advocate

CITY LEVEL OF CONTROL: Medium

LEAD DEPARTMENT(S): Parks, Culture & Recreation | Public Works

SECONDARY DEPARTMENT(S): City Manager | City Attorney | Public Affairs | Finance | Community & Economic Development

CONTACTS: Jen Burbidge – Parks, Culture & Recreation Director
Rick Walk – Community & Economic Development Director

STAFF HOURS 2200+ Annually | 1 FTE

Anticipated Benchmarks			
Project	2022	2023	2024 & Beyond
Young Child & Families Center	1. Finalize first MOU with Partner entities 2. Financial Feasibility Study	3. Second MOU with Partner entities	4. TBD
Museum & Cultural Center	5. Phase 3 (2 nd Heritage Capital Projects Grant) completed once No Further Action received from Department of Ecology 6. Working on strategic plan and funding plan	7. Implement plan	8. Continue to implement plan
Nisqually Tribe Collaboration	9. Start conversations at Council and staff levels	10. Determine interest level	11. TBD

Anticipated Benchmarks			
Project	2022	2023	2024 & Beyond

INDOOR SPORT FACILITY	12. Meet with potential partners	13. Finalize agreement with potential partners	14. Planning & Design
PRIVATE RECREATION	15. Continue economic development efforts, including business marketing, retention, expansion initiatives, etc.	16. Continue economic development efforts, including business marketing, retention, expansion initiatives, etc.	17. Continue economic development efforts, including business marketing, retention, expansion initiatives, etc.

COMPLETED ACTIONS

- MOU entered with partners to perform feasibility study for Youth and Family Center project
- Museum & Cultural Center site and facility construction design 100% complete
- Museum & Cultural Center exhibit schematic design 100% complete
- On-going business recruitment, retention, and expansion efforts

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Improved quality of life: positive social, health and economic impacts on the community

FUTURE CITY COUNCIL ACTIONS

- None identified at this point.

MORE INFORMATION

- Lacey Cares Initiative – Parks, Culture, and Recreation Outreach and Engagement Report
- Museum & Cultural Center Site Plan
- Depot District Sub Area Plan





VIBRANT & DIVERSE ECONOMY



F. Focus on RAC Phase III & other sport facility developments

G. Enhance economic, workforce, and incubator projects and programs

WHY: To help create and support a strong, diverse, and growing economy that is resilient and provides a variety of recreation and workforce opportunities for community members.

CONTEXT: The **Regional Athletic Complex** is regarded as one of the finest outdoor sporting venues in the state, this facility features spectacular views of Mt. Rainier, five softball / baseball / fastpitch fields, and six regulation-size soccer / football / rugby fields, as well as picnic tables and outdoor event facilities, playgrounds, concession stands, two miles of natural surface trails and paved walking trails, restrooms, and much more. Since opening in 2004, the RAC has been heavily used and field use is frequently maxed out. The grass soccer fields are open 244 days a year and are usually in play all but 10 - 15 days a year. The synthetic field is booked seven days a week in the winter months. Tournaments on the softball/baseball fields are booked 50 - 52 weekends per year. Annual special events are held throughout the year as well. The park is used by people who walk daily, families with young children who flock to the play equipment, teens who rush to the basketball courts after school, friends who hold picnics in the shelters and ball players who come from all over the county and the world to play in tournaments that won't rain out. The RAC is used by an estimated 200,000 athletic participants, and 1.2 million park and special event patrons per year. RAC users have come to expect an outstanding facility where ball games are played rain or shine, staff is responsive and competent, athletes of all ages and abilities are served, and a variety of community events are offered and open to the public.

Lacey collaborates effectively with a number of **economic development** community partners to help businesses and community members cultivate the skills necessary to thrive in today's economy. The City is actively involved with the MakerSpace, the Thurston EDC's Scale Up Training Program, Pacific Mountain Workforce Development programs, the BIPOC training program, the Food Truck Plaza, and more.



F. Focus on RAC Phase III & other sport facility development



EST. PROJECT COST:	\$300K (planning only); \$1M (SMU baseball stadium)
FUNDING SOURCE:	General Fund State & Federal Funding Public Facility District
PRIORITY LEVEL:	HIGH
CITY ROLE:	Lead, Partner, Advocate
CITY LEVEL OF CONTROL:	Medium
LEAD DEPARTMENT(S):	Parks, Culture & Recreation Community & Economic Development, Public Works
SECONDARY DEPARTMENT(S):	All
CONTACTS:	Jen Burbidge – Parks, Culture & Recreation Director Rick Walk – Community & Economic Development Director Scott Egger – Public Works Director
STAFF HOURS FTEs:	550+ Annually 0.3 FTEs

ANTICIPATED BENCHMARKS

Project	2022	2023	2024 & Beyond
RAC PHASE III	1. Continue PFD research 2. Start establishing a timeline 3. Start establishing a concept plan	4. Finalize PFD research 5. Finalize timeline 6. Finalize concept plan 7. Determine studies necessary	8. PFD Interlocal Agreement 9. Request funding for construction
SMU BASEBALL STADIUM	10. Meet with SMU to determine interest	11. Execute MOU 12. Planning & Design	13. Planning & Design 14. SMU construction
ENHANCE SPORT EVENTS	15. Enhance advertisements to event providers 16. Educate on LTAC funding	17. Enhance advertisements to event providers 18. Educate on LTAC funding	19. Enhance advertisements to event providers 20. Educate on LTAC funding

COMPLETED ACTIONS

- RAC synthetic field replacements and parking lot improvements design
- Indoor Sports Facility Feasibility Studies I & II
- Wood bat league collaboration

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Community expressed support for added sports field capacity in 2017 Parks and Recreation Comprehensive Plan, 2020 RAC Financial Plan, and for more multiuse fields in the 2021 Lacey Cares Parks Outreach Survey
- RAC baseball/softball facilities are at full occupancy during peak season

FUTURE CITY COUNCIL ACTIONS

- None identified at this time.

MORE INFORMATION

- Lacey Cares Initiative – Parks, Culture, and Recreation Outreach and Engagement Report



G. Enhance economic, workforce, and incubator projects and programs



EST. PROJECT COST	\$1.2M+
FUNDING SOURCE:	General Fund State and Federal Funding
PRIORITY LEVEL:	HIGH
CITY ROLE:	Lead, Partner, Advocate
CITY LEVEL OF CONTROL	Low Medium
LEAD DEPARTMENT(S):	Community & Economic Development
SECONDARY DEPARTMENT(S):	City Manager City Attorney
CONTACTS:	Rick Walk, Community & Economic Development Director
STAFF HOURS FTEs:	2200+ Annually 1.1 FTEs

ANTICIPATED BENCHMARKS

Project	2022	2023	2024 & Beyond
ECONOMIC INITIATIVES	1. Continue existing economic development efforts, e.g., Food Truck Plaza, BIPOC business program, and develop new programs	2. Continue existing economic development efforts, e.g., Food Truck Plaza, BIPOC business program, and develop new programs	3. Continue existing economic development efforts, e.g., Food Truck Plaza, BIPOC business program, and develop new programs
WORKFORCE PROGRAMS	4. Develop workforce academy curriculum in partnership with WRA, EDC, SPSCC	5. Establish agreement with partners and conduct stakeholder engagement	6. Promote training opportunities and launch first cohort
MAKERSPACE	7. Expand to accommodate equipment purchased through EDA grant. 8. Continue to provide classes and training programs	9. Complete expansion 10. Continue to manage operations	11. Monitor operations 12. Support sustainable future
INCUBATOR PROJECTS	13. Work with SMU to identify market need to create incubator framework	14. Partner with SMU to develop a business launch program	15. Start program

COMPLETED ACTIONS

- Initiated BIPOC business startup training program with Thurston EDC
- Expanded Food Truck Plaza footprint and activities
- Coordinated workforce development relating to warehouses

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Enhance economic benefit
- Increase strength of local labor pool to meet growth and employer needs
- Opportunities for community members to enter workforce with necessary skill and training
- Supported by the business community, Lacey Chambers of Commerce, Saint Martin's University, Economic Development Council

FUTURE CITY COUNCIL ACTIONS

- None identified at this time.

MORE INFORMATION

- Depot District Sub Area Plan
- BIPOC Business Training Program Staff Report January 25, 2022
- MakerSpace Presentation April 14, 2022 | Makerspace [website](#)
- LocationLocationLacey.com



A SAFE AND SECURE COMMUNITY



H. Continue the development of a new Lacey Police Station.



WHY: Existing police station is in poor-condition, over-capacity, does not meet accessibility standards or modern police programming requirements.

CONTEXT: Built in 1985, the current police station does not meet the requirements and needs of a 21st century police department. Due to facility limitations, LPD does not have adequate space to: Conduct confidential interviews; Safely handle and package hazardous evidence; Perform preliminary drug testing; Provide a secure area to conduct required classroom and physical trainings; Properly accommodate specialized police programming units; Expand changing areas to accommodate all officers.

EST. PROJECT COST: \$40M+

FUNDING SOURCE: General Fund | Bond

PRIORITY LEVEL: **HIGH**

CITY ROLE: Lead

CITY LEVEL OF CONTROL: High

LEAD DEPARTMENT(S): Police | Public Works

SECONDARY DEPARTMENT(S): City Manager | City Attorney | Public Affairs | Finance | Community & Economic Development

CONTACTS: Robert Almada, Chief of Police

STAFF HOURS | FTEs 2250+ Annually | 0.8 FTEs

ANTICIPATED BENCHMARKS

2022	2023	2024 & Beyond
1. Finalize programming needs	6. Finalize financing plan	11. Start construction
2. Complete conceptual rendering	7. Acquire building permits	12. Building occupancy (2025)
3. 30% of construction design	8. Commence final design & construction phase	
4. Continue public information campaign	9. Complete land boundary adjustment and land purchase	
5. Finalize purchase of property	10. Begin site prep	

COMPLETED ACTIONS

- Completed police facility needs assessment study
- Entered into an MOU with Saint Martin's University
- Solicited for and executed a Professional Service Agreement with an Architecture firm for design services
- Established a Community Advisory Panel (CAP)
- Started a public information campaign

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

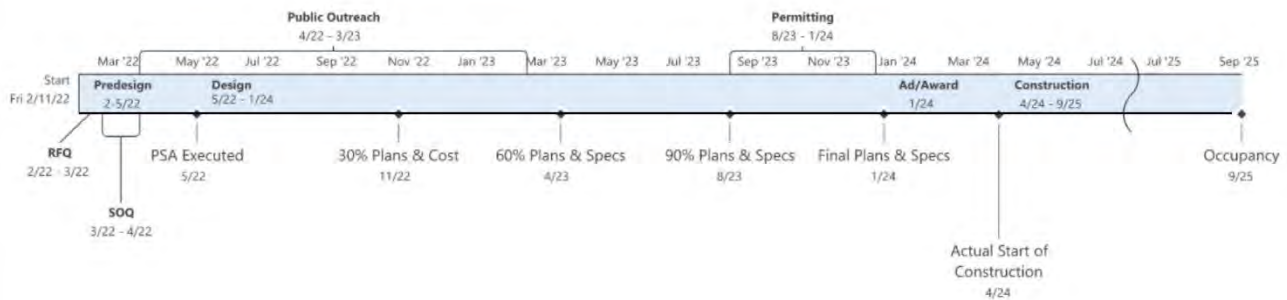
- Improved public safety services: Police, Emergency Management
- Improved community engagement opportunities
- Expanded municipal campus with additional meeting spaces and parking
- Possible property tax increase if an Unlimited tax general obligation bond is (UTGO) pursued

FUTURE CITY COUNCIL ACTIONS

- Provide direction on financing options for a proposed new Police Station

MORE INFORMATION

- Police Station Facility Space Needs Assessment
- Current Station vs. Future Station Fact Sheets



QUALITY TRANSPORTATION & INFRASTRUCTURE



I. Continue focus on an Interstate 5 and Nisqually Bridge corridor



WHY: Current design of I-5 and Nisqually Bridge has limited capacity for growth, restricts critical ecological functions, and is susceptible to a major flooding event.

CONTEXT: The I-5 corridor between Mounts Road, exit 116 (north), and 93rd Avenue, exit 99 (south) freeway is vital to the state's environmental, commerce, and transportation priorities, as well Joint Base Lewis-McChord's mission readiness. I-5 currently restricts critical ecological functions impacting salmon survival, is at a high risk of being overtopped by a major flooding event which would immobilize commerce and transportation, and has limited capacity to handle the growing South Sound economy and population. This segment of the I-5 corridor needs to be improved to ensure environmental resiliency, reliability, and efficiency of the region and state's most significant transportation corridor.

EST. PROJECT COST:	\$5B+
FUNDING SOURCE:	\$70M State funding TBD: State / Federal Funding
PRIORITY LEVEL:	HIGH
CITY ROLE:	Partner, Advocate
CITY LEVEL OF CONTROL:	Low – requires state and federal government
LEAD DEPARTMENT(S):	City Manager Public Works
SECONDARY DEPARTMENT(S):	City Attorney
CONTACTS:	Shannon Kelley-Fong, Assistant City Manager
STAFF HOURS FTEs:	100+ Annually .04 FTEs

ANTICIPATED BENCHMARKS

2022	2023	2024 & Beyond
1. Finalize PEL Study	3. Continue NEPA	5. Finish NEPA
2. Continue State and Federal funding focus.	4. Continue State and Federal funding focus.	6. Continue State and Federal funding focus.
		7. Construction (2027+)

COMPLETED ACTIONS

- Received \$70M from the state in 2021 for design
- Focus of past federal and state legislative efforts

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Improved commerce, general transportation, economic resiliency, environmental resiliency, military readiness, disaster preparedness.

FUTURE CITY COUNCIL ACTIONS

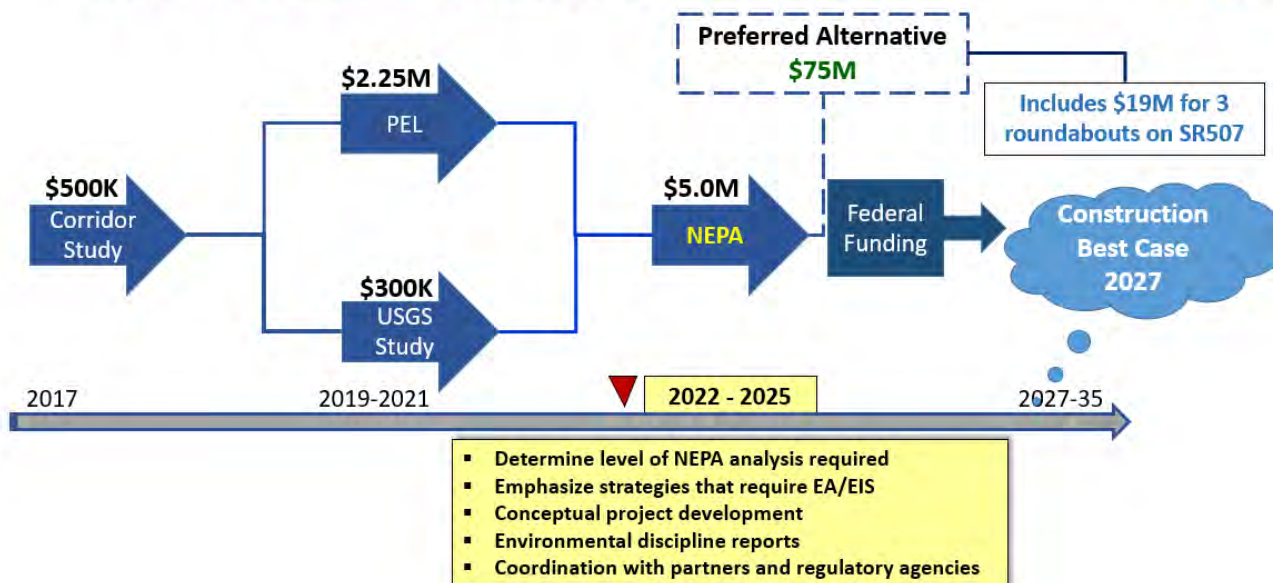
- Continue to advocate for funding at state and federal level

MORE INFORMATION

- WSDOT – Interstate 5: Tumwater to Mounts Road Corridor Study
- SSMCP Legislative Priorities
- City of Lacey Legislative Priorities



WHERE WE ARE AT WITH THE PROJECT...



J. Enhance multimodal transportation infrastructure and create a welcoming physical environment for all community members.



WHY: Lacey serves as leader in transportation improvements and excellence. The City strives to provide an exemplary transportation system that improves the mobility and environment of all community members.

CONTEXT: Lacey emphasizes having a robust multimodal transportation system. Many of the City's streets include sidewalks and bicycle lanes, making non-motorized and active transportation travel a viable alternative to cars. Current City standards require non-motorized elements including bike lanes and sidewalks on all new or redeveloped portions of roadway, in order to close any gaps in the existing system and expand its network.

EST. PROJECT COST: \$32M+ (see table below)

FUNDING SOURCE: General Fund | State & Federal Funding

PRIORITY LEVEL: **HIGH**

CITY ROLE: Lead, Partner

CITY LEVEL OF CONTROL: High to Medium depending on the project

LEAD DEPARTMENT(S): Public Works | City Manager | Community & Economic Affairs

SECONDARY DEPARTMENT(S): City Attorney | Public Affairs

CONTACTS:
Scott Egger, Public Works Director
Shannon Kelley-Fong, Assistant City Manager
Rick Walk, Community & Economic Development Director

STAFF HOURS | FTEs: 14,000+ Annually | 8.0 FTEs



COMPLETED ACTIONS

- College Street and 22nd Ave Roundabout
- Marvin Road & Hawks Prairie Road Roundabout
- Annual Overlay Projects
- Annual sidewalk replacement projects
- Sycamore Bike Route

FUTURE CITY COUNCIL ACTIONS

- Continue to adopt all necessary comprehensive plans
- Continue to execute construction and professional service agreements

MORE INFORMATION

- 6-year Transportation Improvement Plan
- Transportation 2030 Plan
- Capital Improvement Plan
- Comprehensive Plan
- Utility Capital Plans
- Annual State of the Streets Report
- Transportation Benefit District Annual Report
- Lacey Pedestrian and Bicycle Plan
- Woodland District Strategic Plan
- Woodland Form Base Codes
- Depot District Sub-Area Plan



MULTIMODAL & IMPROVEMENT PROJECTS



Project & Programs	Lead Dept.	2022	2023	2024+	Funding Source	Est. Project Cost	Impact on the Community
RAC, Steilacoom Rd Frontage Improvements	PW PRC	Design	Construction	Completion	General Fund	\$500K	Improved safety and traffic flow for pedestrians, bicycles, and vehicles.
College Street Extension Project; College from Martin Way to 15th Ave NE, 6th Ave from College to Sleater Kinney	PW	Design	Design ROW	Construction Completion	TIB Arterial Street Fund	\$4.8M	Improved safety and traffic flow for pedestrians, bicycles, and vehicles. Reduces neighborhood cut-through traffic.
Carpenter & Britton Pkwy RAB	PW	Design & ROW	Complete ROW	Construction Completion	Traffic Mitigation Fees Arterial Street Fund	\$2.5M	Improved safety and traffic flow for pedestrians, bicycles, and vehicles.
4th Ave SE Connection between College & Golf Club Rd	PW		Design ROW	ROW, Construction Completion	Arterial Street Fund	\$1.3M	Enhances circulation for pedestrians, bicycles, and vehicles by creating an important east/west connection.
College & 16th RAB: Improve College from Lacey Blvd to 18th Ave SE	PW	Design	Design ROW*	ROW*	Federal grants Arterial Street Fund	\$20M+	Improved safety and traffic flow for pedestrians, bicycles, and vehicles.
Willamette & Campus Glen RAB	PW		Design	Design	Federal grants Arterial Street Fund	\$250K	Improves safety and traffic flow for vehicles, bicycles, and pedestrians. creates additional controlled crossings for pedestrians.

* Dependent on grant funding

MULTIMODAL & IMPROVEMENT PROJECTS



Transportation Project	Lead Dept.	2022	2023	2024+	Funding Source	Est. Project Cost	Impact on the Community
College & 7th RAB	PW CD	Finalize Developer Agreement	TBD	Begin Design	Arterial Street	TBD.	Improved traffic flow for vehicles entering and exiting the Midtown District. Also improves safety and access between Saint Martin's University and the Midtown District for pedestrians and bicyclists.
College & 29th RAB: Improve College from 25th Ave SE to 37th Ave SE	PW		Begin Design	Continue Design	Federal grants Arterial Street Fund	\$1.7M (design)	Improves safety and access for vehicles entering College Street from landlocked streets such as 29th Ave.
Utility Wrap Programs (City & Midtown)	CM CED	Design & hang		Design & hang	Art Fund LTAC Economic Development Fund	\$20K	Creates a welcoming environment for community members.
Art Program Implementations	CM	Gold Star Memorial Wall	Compassionate City Art Piece	Reader board	Art Fund	\$290K	Creates a welcoming environment for community members.
Banner Program	PW PA	Hang new banners	Maintain banners	Hang new banners	General Fund LTAC	\$20K	Creates a welcoming environment for community members.
Volunteer Programs	PW	Annual prgm.	Annual prgm.	Annual prgm.	General Fund		Creates a welcoming environment for community members.

ENVIRONMENTAL STEWARDSHIP



K. Continue implementation of Climate Mitigation efforts



WHY: To help transform Lacey to meet the challenges of climate change

CONTEXT: From the Thurston Climate Mitigation Plan (2020):

Climate change is already affecting our communities. Impacts like hotter summers, wildfire smoke, and flooding endanger our homes, damage public health, and affect local business. The Thurston Climate Mitigation Plan... presents a framework for climate mitigation in our region. It includes actions these local governments can take to make measurable progress toward greenhouse gas emission reduction goals, while maintaining—and even improving—quality of life in our region. Transforming our community to meet the challenges of climate change will require participation from every segment of society—public agencies and private businesses, parents, students, scientists, artists, producers, and consumers...

Climate mitigation refers to actions that take heat-trapping greenhouse gases like carbon dioxide out of the atmosphere or prevent them from entering the atmosphere in the first place. The amount of greenhouse gases we emit is directly related to how warm the planet will become. The more emissions we produce through our activities, the more severe and damaging climate change impacts will be.

Reducing—or mitigating—our emissions locally will help to limit the amount of warming we will experience globally and will mean fewer negative impacts on our community and region. Reducing emissions can help protect our infrastructure and the health and safety of our families."

EST. PROJECT COST:	\$2.4M+ (see table below)
FUNDING SOURCE:	General Fund State & Federal Funding
CITY ROLE:	Lead, Partner
CITY LEVEL OF CONTROL:	High-to-Medium, depending on the project
LEAD DEPARTMENT(S):	Community & Economic Development Public Works
SECONDARY DEPARTMENT(S):	City Manager
CONTACTS:	Rick Walk, Community & Economic Development Director Scott Egger, Public Works Director
STAFF HOURS FTEs:	2300+ Annually 1.1 FTEs

COMPLETED ACTIONS

- Approved Interlocal Agreement for Implementation of TCMP (Phase 3)
- Approved Interlocal Agreement for Implementation of TCMP (Phase 4)
- Installed EV charger at several City facilities
- Continued LED Streetlight conversion
- Green Power User | EPA Green Power Partner City
- Maintains a healthy tree canopy on streets and public ROW; Tree City USA
- Zoning code updates and regulation: Shoreline; trees, electric vehicles, etc.
- Skookumchuck Wind Facility and Lund Hill Solar Facility Direct Power Purchaser

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

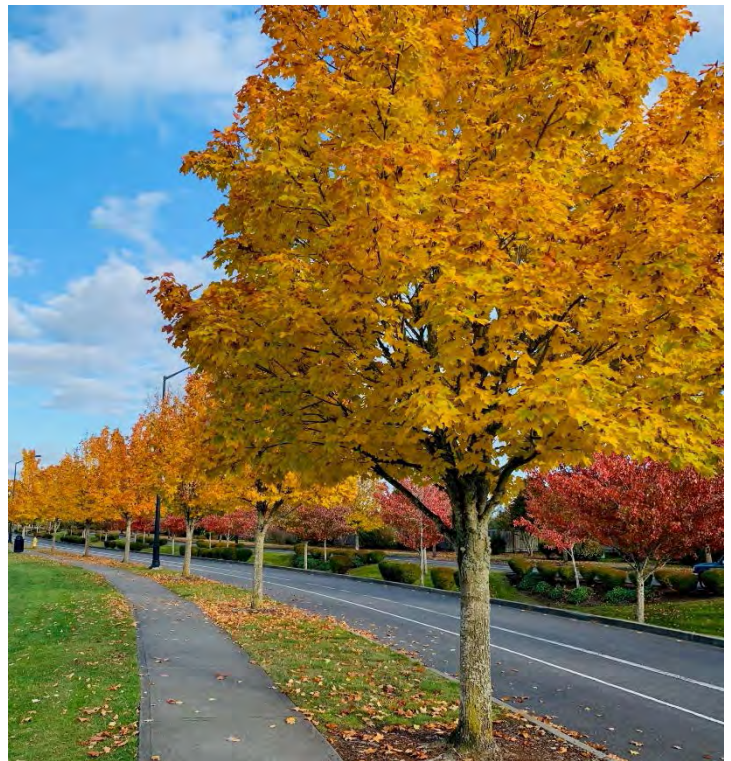
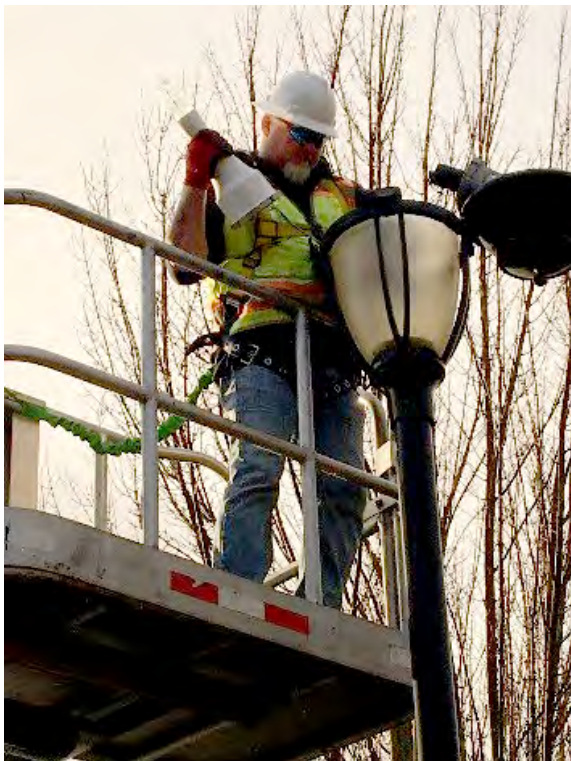
- Reduction of greenhouse gas emissions
- Resiliency to meet challenges of climate change

FUTURE CITY COUNCIL ACTIONS

- None identified at this time

MORE INFORMATION

- Thurston Climate Mitigation Plan
- Thurston Climate Mitigation Plan: 2021 Progress Report
- Lacey Comprehensive Plan



ENVIRONMENTAL STEWARDSHIP PROJECTS

Project & Programs	Lead Dept.	2022	2023	2024+	Funding Source	Hours FTEs	Est. Project Cost	Impact on the Community
Incorporate appropriate recommendations from the TCMP into Lacey plans and development regulations	CED	1. Updated Urban Forestry Management Plan 2. Incorporated requirements for EV charging stations into development regulations	3. Incorporate TCMP actions into policies and regulations	4. Incorporate TCMP actions into policies and regulations	General Fund	520+ 0.3	\$200K	Reduce greenhouse gas emissions, slow climate change
Energy efficiency audit and upgrade program	CED	5. Develop rebate/grant program for Lacey residents to install energy efficiency upgrades	6. Launch Program	7. Monitor and maintain program	General Fund	520 0.25	\$200K	Reduce greenhouse gas emissions, slow climate change, Provide financial and technical assistance to Lacey households
Staff Support for Regional Climate Action Steering Committee	CED	8. Complete scope of work for Phase 3 agreement	9. Complete scope of work for phase 4 agreement	10. Ongoing coordination and support	General Fund	1,040 0.5		Reduce greenhouse gas emissions, slow climate change, regional coordination
EV for Lacey Fleet	PW	11. Complete Conversion Plan in-house	13. Continue EV Conversions (13)	14. Continue EV Conversions (12)	Equipment Rental Fund	300+ 0.1	\$2.2M+	Reduced carbon emissions. Increased cost for EV's.

ENVIRONMENTAL STEWARDSHIP PROJECTS 								
Project & Programs	Lead Dept.	2022	2023	2024+	Funding Source	Hours FTEs	Est. Project Cost	Impact on the Community
		12. Start EV Conversions (2)						



AN ENGAGED COMMUNITY



L. Enhance communication & engagement efforts



WHY: To more effectively engage with Lacey's ever-evolving and growing community.

CONTEXT: Over the last two decades, Lacey has evolved from a small suburban town into a leading, full-service city with the largest population of all municipalities in Thurston County. The City recognizes the need to take a strategic approach on the ways it connects and engages with community stakeholders. In 2022, Lacey adopted the Communications Plan 2022-2027. The items listed below are identified in this plan as priority target actions over the next three years to improve 1) internal communications, 2) external communications, and 3) strategic communications.

EST. PROJECT COST:	\$250K to \$500K (see table below)
FUNDING SOURCE:	General Fund State & Federal Funding
CITY ROLE:	Lead
CITY LEVEL OF CONTROL:	High
LEAD DEPARTMENT(S):	Public Affairs
SECONDARY DEPARTMENT(S):	All
CONTACTS:	Shannon Kelley-Fong, Assistant City Manager
STAFF HOURS FTEs:	4500+ Annually 2.2 FTEs



COMPLETED ACTIONS

- Launched new websites that improves user experience, and allows for language translation and accessibility features
- City offers hybrid public meetings and posts recordings of all public meeting online for community members to view at any time
- Created a one-stop location for subscribing to all City email notifications on the website
- Created a stop-gap 311 system while the City evaluates a more robust 311 system
- Developed internal Communication Policies

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Improved communication and engagement internally and externally

FUTURE CITY COUNCIL ACTIONS

- None identified at this time

MORE INFORMATION

- Communications Plan 2022-2027
- Websites – www.CityofLacey.org | www.LaceyParks.org



COMMUNITY ENGAGEMENT PROJECTS

Project & Programs	Lead Dept.	2022	2023	2024+	Funding Source	Hours FTEs	Est. Project Cost	Impact on the Community
Legislative Agendas; implement new platform	PA City Clerk	1. Start process for new legislative process system	2. Select & implement new legislative process system	3. Maintain & enhance	General Fund	1800+ .85	\$20K	Improved communications Improved Transparency
Design and implement robust Lacey 311 system	PA	4. Design and launch Lacey311 App	5. Monitor and enhance	6. Monitor and enhance	General Fund	500+ 0.25	\$25K	Improved communications Improved Transparency
Design and implement Intranet System to bolster internal communications	PA	7. Design intranet	8. Launch intranet	9. Maintain & enhance new legislative process system	General Fund	500+ 0.25	\$25K	Improved internal communications
Select new Document Management System; begin implementation	PA City Clerk	10. Create stakeholder group 11. RFP for DMS system	12. Select DMS system Start implementing DMS with select departments	13. Continue to implement DMS System with additional departments	General Fund	500+ 0.25	\$100K	Improved communications Improved Transparency
Conduct a biennial Community Survey	CM		14. Conduct survey	15. Present results	General Fund	100+ 0.05	\$25K	Improved communications
Create a Language Access Policy	CM		16. Start crafting a Language Access policy	17. Finalize and implement	General Fund	200+ 0.01	\$25K	Improved communications

COMMUNITY ENGAGEMENT PROJECTS 								
Project & Programs	Lead Dept.	2022	2023	2024+	Funding Source	Hours FTEs	Est. Project Cost	Impact on the Community
				Language Access policy				
Develop a marketing and branding campaign (24-25)	PA		18. RFP for marketing and branding services	19. Commence project with contractor	General Fund LTAC	100+ 0.05	TBD	Improved City image and voice
Adopt Diversity, Equity & Inclusion Strategic Plan; Complete Community Connectivity Analysis (CCA) - use this tool to advertise for advisory boards and events	CM	20. Workshop with COE on DEI Plan 21. Commence work on the CCA	22. Adopt DEI Plan, start implementation 23. 95% CCA completion (meant to be "living" document)	24. Implement DEI Plan 25. Continue to maintain CCA	General Fund	800+ .04		

EXCELLENCE IN PROGRAMS & SERVICES



M. Attract and retain quality and qualified staff to meet service needs.



WHY: The City is proud to be a premier employer in Thurston County. With over 300 full-time employees, the City provides a wide variety of jobs.

CONTEXT: Recruiting and retaining talent in the current work environment is a challenge. The City of Lacey promotes a positive work environment through mutual trust, open communication, respect, and recognition of outstanding work. Our values shape how we create and maintain a workplace that is based on care, consideration, and respect so we can best serve our communities.

EST. PROJECT COST:	\$100 to 300K+ (see table below)
FUNDING SOURCE:	General Fund
CITY ROLE:	Lead
CITY LEVEL OF CONTROL:	High
LEAD DEPARTMENT(S):	Human Resources
SECONDARY DEPARTMENT(S):	All
CONTACTS:	Leialani Jensen, Acting Human Resources Director
STAFF HOURS FTEs:	1900+ Annually 0.9 FTEs



COMPLETED ACTIONS

- Implemented interview scoring tool
- Updated all non-represented job descriptions
- Implemented new trainings
- Implemented NEOGOV onboarding portal for streamlining internal processes
- Updated employee City Policy Manual
- Updated COVID-19 policies and procedures

IMPACT ON THE COMMUNITY | COMMUNITY SUPPORT

- Improved hiring practices
- Improved Workforce development

FUTURE CITY COUNCIL ACTIONS

- None identified at this time

MORE INFORMATION

- City of Lacey Policy Manual
- City of Lacey employment [webpage](#)



STAFFING PROJECTS

Project & Programs	Lead Dept.	2022	2023	2024+	Funding Source	Hours FTEs	Impact on the Community
Assess and improve recruitment life cycle process	HR	1. Implement scoring tool into interview phase; analyze effectiveness of tool	2. Review life cycle steps ongoing for efficiencies and remove potential barriers	3. Review historical data for trends and remove potential barriers	General Fund	52 0.01	Improved transparency Improved employer image
Enhance Outreach Efforts to local schools	HR		4. Establish connection with local high schools and colleges 5. Provide regular presentations	6. Continue building relationships 7. Identify gaps in recruitment strategies	Equipment Rental Fund	260 0.1	Increased job opportunities and awareness for youth Positive economic impact
Complete non-represented position compensation study	HR	8. Updated all Job descriptions 9. Hired Consultant 10. Assessing Market Data with Internal committee and consultant	11. Implement results	12. Implement results		780 80 (2023 2024) 0.4	Positive life and economic impact
Continue Employee - Labor Relations (Collective Bargaining)	HR	13. AFSCME and LPOG 14. Commence LPMA bargaining	15. Commence LPSMA Bargaining	16. Depending on contract duration AFSCME/LPOG start bargaining		624 0.3	Positive life and economic impact

STAFFING PROJECTS

Project & Programs	Lead Dept.	2022	2023	2024+	Funding Source	Hours FTEs	Impact on the Community
Perform a comprehensive benefit study	HR	17. Use benefits consultant to review market trends and current voluntary benefits 18. Implement new or change existing benefits as advised	19. Implement new or change existing benefits as advised to keep up with market	20. Implement new or change existing benefits as advised to keep up with market		200 0.1	Positive life and economic impact



Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
ALL	Grant Management & Accounting								
ALL	Emergency management and safety services								
ALL	Electronic Data Management, Public Records (Archival & Retention)								
ALL	Advisory Boards								
ALL	Create policies and procedures								
ALL	Risk Management								
ALL	Maintain customer service levels and efficiencies								
ALL	Mandatory Training for all City employees								
ALL	Community engagement & outreach								
ALL	Maintaining relationships with surrounding cities, Thurston County, JBLM, other federal & state agencies, & Tribal Nations								
ALL	Respond to community inquiries, issues, etc.								
ALL	Generate revenue (grants, fees, sponsorships)								
ALL	Collaboration and Community meetings								
CED	Comprehensive planning; subarea planning; land use & development regulations; county-wide planning policies.								
CED	Local regulations pertaining to wetlands, aquifer protection, frequently flooded areas, geologically hazardous areas, and fish & wildlife habitat areas								
CED	Coordination & streamlining of project review functions								
CED	Provides for administrative and coordinates quasi-judicial review of land use decisions; applies uniform, expedited appeal procedures (hearing examiner system)								
CED	Management of shorelines with the City								
CED	Established the process by which land is divided in Washington State.								
CED	Local regulation of state adopted building code regulations								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
CED	Coordinate, conduct and provide fire services, inspection, and education								
CED	Multifamily registration								
CED	Job creation/workforce development								
CED	Economic development newsletters								
CED	Dangerous building abatement.								
CED	Business retention/expansion interviews								
CED	Manages Public nuisances								
CED	Tracking developer leads & inquiries								
CED	Coordination of regional transportation systems with local comprehensive plans								
CED	Maintain & improving relationships with the business community								
CED	Implementation of Housing Action Plan								
CED	Midtown Strategic Plan projects (formerly Woodlawn District)								
CED	Promote ADU program								
CED	Implementation of Depot District Subarea Plan								
CED	Maintain Code compliance and property maintenance standards								
CED	Implement multi-family registration program								
CED	Coordinate with Economic Development Council								
CED	Incorporate appropriate recommendations from the TCMP into Lacey plans and development regulations								
CED	Maintain Trakit system to allow for online permitting								
CED	Continue conversations with Nisqually and other community partners on recreation opportunities								
CED	Job creation/workforce development efforts								
CED	Economic development newsletters								
CED	Business retention & expansion interviews								
CED	Maintain & improving relationships with the business community								
CED	Public nuisances and code compliance								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
CED, PD, CM	Homeless and social services								
Clerk	Records Retention and Destruction Oversight								
Clerk	Legislative Agendas; implement new platform								
CM	LaceyLife publication								
CM	Legislative Agendas								
CM	Oxford House Project development								
CM	Website development/monitoring								
CM	Joint Animal Services								
CM	Lacey Veterans Services Hub Strategic Plan & Marketing Plan								
CM	CDBG programs								
CM	Vacant City-owned Land Study, RFP, and Utilization								
CM	South Sound Military Communities Partnership								
CM	Working with neighborhood associations								
CM	Create a Language Access Policy								
CM	Adopt Diversity, Equity & Inclusion Strategic Plan Complete Community Connectivity Analysis (CCA)								
CM	Commission on Equity support								
FI	Annual Financial Statement and Accountability Audits								
FI	Grant Administration and Single (Federal Grant) Audit								
FI	Annual Budget								
FI	Budget Adjustments								
FI	Financial Reports								
FI	Payroll								
FI	Accounts Payable								
FI	Year-end Financial Statements (Minimum Requirements)								
FI	Accounts Receivable								
FI	6-Year Financial Forecast								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
FI	Capital & Fixed Asset Accounting								
FI	Cash & Investment Management								
FI	Debt Management and Continuing Disclosure								
FI	Utility Billing and Collections								
FI	Local Improvement District Administration and Collections								
FI	Tax Administration and Collections								
FI	Business Licensing Administration								
FI	Annual Comprehensive Financial Report (ACFR)								
FI	Comprehensive/Detailed Quarterly Financial Reports								
FI	General Ledger Management								
FI	Financial Analysis & Monitoring								
HR	Human Resources Information System/Recordkeeping								
HR	L & I worker's compensation program								
HR	COVID 19 response								
HR	Risk Liability/ Loss Control								
HR	Disciplinary reports and action								
HR	Emergency Management/Safety programs								
HR	Employee/Labor Relations (Collective Bargaining)								
HR	Complete non-represented position compensation study								
HR	Perform a comprehensive benefit study								
HR	Recruitment and Selection (Civil Service, EEO compliant)								
HR	Organizational development, training, coaching								
HR	Implementation of Wellness Program								
HR	Coordination of Volunteer Programs								
HR	Assess and improve recruitment life cycle process								
HR	Training and Development								
HR	Enhance Outreach Efforts to local schools								
IS	Telecommunication/Network Infrastructure								
IS	Enterprise Network Management								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
IS	Enterprise Application Development & Support								
IS	Technology Asset Management, Surplus & Acquisition								
IS	Geographic Information Systems (GIS) services								
IS	Software & Hardware Acquisition & Licensing								
IS	Security & Compliance Management (PCI, CJIS, Cybersecurity)								
IS	Information Technology Strategic Planning								
IS	Technical Services & Support								
LG	Prosecution								
LG	Legislation								
LG	Litigation								
LG	Legal Advice								
PA	Marketing/branding program								
PA	Public information and relations								
PA	Social Media maintenance and engagement								
PA	Produce video to promote/highlight city functions								
PA	Enhance emergency alerts								
PA	Support, partner and lead community events								
PA	HOA Academy & Quarterly meetings								
PA	Neighborhood Grant Program								
PA	Develop a marketing and branding campaign								
PA	Lacey Youth Council support and youth initiatives								
PA	Design and implement robust Lacey 311 system								
PA	Design and implement Intranet System to bolster internal communications								
PA	Select new Document Management System; begin implementation								
PA	Conduct a biennial Community Survey								
PCR	Extreme weather shelter management.								
PCR	Park Planning & Design / Capital Improvements for Safety								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
PCR	Park Planning & Design / Capital Improvements for Enhancement per public need								
PCR	Provide Recreation Programs; aquatics, sports, cultural, camps, trips & tours, etc.								
PCR	Provide Lacey Museum facility, exhibits, collections, educational programming, etc.								
PCR	Provide community special events								
PCR	Provide indoor facility management and reservations								
PCR	Provide outdoor park event and park shelter reservations								
PCR	Provide City of Lacey sports field reservations								
PCR	Provide North Thurston Public Schools sports field and pool reservations								
PCR	Provide volunteer management and opportunities								
PCR	COVID-19 Response for programs, facilities & events								
PD	Implement new state laws.								
PD	Provide public record request responses								
PD	Continue Officer training and educations								
PD	Respond to 911 calls for service								
PD	Traffic enforcement (to include collision investigation)								
PD	Property crimes investigation								
PD	Persons crimes investigation								
PD	Address neighborhood nuisance issues								
PD	Society Crimes Investigations (vice and narcotics)								
PD	Maintain WASPC accreditation								
PD	Continue to implement 6 pillars of 21 st Century Policing: Building trust and legitimacy; Policy and oversight; Technology and social media; Community policing and crime reduction; Officer training and education; Officer safety and wellness								
PD	Review organization of Police Department								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
PD	Continue and enhance Mobile Outreach Team and Community Response Unit efforts								
PD	Continue recruitment and retention efforts; to include promoting diversity, equity and inclusion focus								
PD	Work proactively with North Thurston Public Schools to ensure a safe and productive learning environment								
PD	Continue policy development and accountability; oversight of Department								
PD	Enhance outreach and engagement efforts; increase transparency								
PD	Implement new radio equipment								
PD	Continue to enhance officer safety and wellness								
PD	Traffic enforcement (to include collision investigation)								
PD	Review alternatives to cash bail and reduce recidivism								
PD	Implement body worn cameras and in-car cameras								
PD	Emphasize community policing and crime reduction								
PD	Continue to build trust and legitimacy with the community.								
PRC	Recreation facility reservations and management								
PW	Social Services - Homeless Rapid Response Cleanup								
PW	Public Works Administration								
PW	Engineering: Transportation - Update Transportation Comprehensive Plan								
PW	Engineering: Survey								
PW	Engineering: Traffic Counts, Speed Studies, Collision Tracking								
PW	Engineering: Traffic Signal Timing Optimization								
PW	Engineering: Annual Updates to 6-Year TIP								
PW	Engineering: Design, Construction, Inspection, Administration of Capital Transportation Projects								
PW	Engineering: Inspect roadways for pavement condition. Write "Annual State of the Streets Report"								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
PW	Engineering: Design, Construction, Inspection, Administration of TBD Overlay Projects								
PW	Engineering: Design, Inspection, Administration of TBD Sidewalk Replacement Projects								
PW	Engineering: Construction, Inspection, Administration of Utility Projects								
PW	Engineering: Update Lacey's Development Review and Public Works Standards								
PW	Engineering: Assign Conditions to Developers proposed infrastructure projects								
PW	Engineering: Review Civil Plans for Private Developments								
PW	Engineering: Review Traffic Impact Analysis for Private Developments.								
PW	Manage Right of Way Permits								
PW	Water Resources: Manage Water Rights Mitigation								
PW	Water Resources: Responsible for oversight of NPDES Phase II Stormwater Permit								
PW	Water Resources: Update Stormwater Design Manual								
PW	Water Resources: Publish Annual Stormwater Management Program Plan as required by Washington State D.O.E.								
PW	Water Resources: Inspect existing stormwater facilities and provide feedback to owners								
PW	Water Resources: Conduct Stormwater Education and Outreach as Required by NPDES Permit								
PW	Water Resources: Provide Conditions and Reviews Stormwater Reports for new development								
PW	Water Resources: Manage Design of Stormwater Projects								
PW	Water Resources: Manage Design for Water Utility Projects								
PW	Water Resources: Manage Design for Wastewater Utility Projects								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
PW	Water Resources: Manage Water Comprehensive Plan Updates								
PW	Water Resources: Manage Wastewater Comprehensive Plan Updates								
PW	Water Resources: Manage Stormwater Comprehensive Plan Updates								
PW	Water Resources: Manage Backflow Prevention Program.								
PW	Water Resources: Manage Drinking Water-Quality Control Program								
PW	Water Resources: Provide Guidance to Council on Septic to Sewer Control Program								
PW	Water Resources: Take Lead on Utility Local Improvement District Process								
PW	Water Resources: Partner with Finance on Utility Rate Calculations and Recommendations								
PW	Operations: Equipment Rental/Fleet Maintenance								
PW	Operations: Develop Plan for Conversion of Lacey Fleet to EV								
PW	Operations: Facility Maintenance								
PW	Operations: Facility Landscape & Grounds Maintenance								
PW	Operations: Parks Maintenance & ROW Maintenance								
PW	Operations: RAC Maintenance & Management								
PW	Operations: Hazard Tree Assessment & Removal								
PW	Operations: Noxious Weed Control								
PW	Operations: Traffic Signal Maintenance								
PW	Operations: Street Light Maintenance								
PW	Operations: Street Light LED Replacement Program								
PW	Operations: Street Sign Maintenance & Upgrades								
PW	Operations: Street Markings Maintenance & Upgrades								
PW	Operations: Crack Sealing								
PW	Operations: Potholes Remediation								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
PW	Operations: Mastic Placement								
PW	Operations: Traffic Control for City Events & Emergencies								
PW	Sidewalk Maintenance								
PW	Operations: Snow Response (De-Icing, Sanding, Plowing)								
PW	Operations: Response to Windstorms and Localized Flooding								
PW	Operations: Stormwater Facility Maintenance								
PW	Operations: Street Sweeping/Cleaning								
PW	Operations: Manage Adopt-A-Street Program								
PW	Operations: Water - Operate and Maintain Wells								
PW	Operations: Water - Operate and Maintain Reservoirs								
PW	Operations: Water - Operate and Maintain Booster Stations								
PW	Operations: Water - Operate and Maintain Water Treatment Facilities								
PW	Operations: Water - Operate and Maintain Distribution System								
PW	Operations: Water - Provide Unidirectional Flushing to Ensure Water Quality								
PW	Operations: Water - Monitor and Track System Performance								
PW	Operations: Water - Calibrate Source Meters								
PW	Operations: Water - Maintain SCADA System								
PW	Operations: Water - Exercise and Maintain Fire hydrants								
PW	Operations: Water - Exercise and Maintain Valves								
PW	Operations: Water - Repair Watermain Breaks								
PW	Operations: Water - Install Water Meters								
PW	Operations: Water - Respond to Customer Inquiries								
PW	Operations: Water - Conduct System Wide Modeling								
PW	Operations: Wastewater - Operate & Maintain Lift Stations								
PW	Operations: Wastewater - Maintain STEP Tanks								
PW	Operations: Wastewater - Maintain Grinder Tanks								

Other On-going City Services and associated Vision Areas									
Lead Dept	Service	Planning 	LWP 	Econ 	Safe 	Infrast 	Steward 	Engaged 	Services 
PW	Operations: Wastewater - Operate and Maintain Distribution System								
PW	Operations: Wastewater - Operate and Maintain Odor Control Facilities								
PW	Operations: Wastewater - Conduct Video Inspections of Wastewater Mains								
PW	Operations: Wastewater - Respond to Customer Inquiries								
PW	Operations: Admin - Payroll, Customer Response								
PW	Capital Facility Plan updates								
PW	Review & Select Consultants to implement asset management program & Updated Work Order Program								
PW	ROW and street vacation requests								





LACEY CITY COUNCIL MEETING September 15, 2022

SUBJECT: Opioid Litigation Settlement

RECOMMENDATION: Motion to participate in the Distributors Washington Settlement and authorize the City Manager to execute the Subdivision Settlement Participation Form

STAFF CONTACT: Scott Spence, City Manager 
Dave Schneider, City Attorney 

ORIGINATED BY: City Attorney's Office

ATTACHMENTS:

1. [Letter from Attorney General Bob Ferguson](#)
2. [Subdivision Settlement Participation Form](#)
3. [One WA MOU](#)

FISCAL NOTE: None

PRIOR REVIEW: April 28, 2022, Council Worksession and Retreat

BACKGROUND:

The opioid crisis has been an ongoing epidemic in our nation for several years. The State of Washington, and the communities and families throughout it, have not avoided the devastation this crisis has caused.

After two years of litigation, the Washington Attorney General has obtained a settlement for up to \$518 million against the three largest opioid distributors – McKesson, AmerisourceBergen, and Cardinal Health. If this settlement is finalized, local governments will have discretion to earmark a portion of these resources to combat the opioid epidemic in their communities. Defendants have agreed to pay the settlement funds over a period of 17

years, with the first payment due in December 2022 and subsequent payments in July of each following year.

For the distributor settlement agreement to become effective, the participation form must be signed by (1) all jurisdictions in our state that filed a lawsuit against the distributors and (2) 90% of the jurisdictions with a population of over 10,000 that did not file a lawsuit. This structure is similar to the arrangement that 48 other states and local governments have entered into with opioid distributors. Importantly, no group of litigating or non-litigating jurisdictions has decided not to approve the national settlement, and this resolution will bring tens of millions more to our communities.

The City of Lacey has already signed the “One WA MOU” agreement, which was a requirement of the Defendants before settling. The One WA MOU is an allocation agreement that provides a framework for how settlement funds would be distributed through the state.

Note this settlement only applies to distributors. The Attorney General is currently preparing for trial against the manufacturers.

ADVANTAGES:

1. Participation will assist the Attorney General in finalizing the \$518 million dollar settlement.
2. Participation will render the City of Lacey eligible to receive a portion of funds to be spent on efforts to combat the opioid epidemic.

DISADVANTAGES:

1. None.



Bob Ferguson

ATTORNEY GENERAL OF WASHINGTON

1125 Washington Street SE – PO Box 40100 – Olympia, WA 98504-0100

July 14, 2022

RE: *Opioid Settlement*

Dear Local Elected Leaders:

One of my highest priorities as Attorney General has been to address the opioid crisis that has devastated so many communities and families throughout our state. I know you are already familiar with how destructive the opioid epidemic has been for Washington, and I am grateful for all you've already done to confront the many challenges it presents.

After two years of litigation and a lengthy trial against the three largest pharmaceutical distributors in the nation, my office recently entered into a settlement agreement in which the defendants have agreed to pay \$518 million over 17 years if all conditions are met. These funds will provide much needed resources and assistance to deal with this crisis.

You and your colleagues will have discretion to earmark a significant portion of this settlement to combat the opioid epidemic in your communities.

For the distributor settlement agreement to become effective, we must have sign on to the settlement from (1) all jurisdictions in our state that filed a lawsuit against the distributors and (2) 90% of jurisdictions with a population of over 10,000 that did not file a lawsuit. This structure is similar to the arrangement that 48 other states and local governments have entered into with opioid distributors. Importantly, no group of litigating or non-litigating jurisdictions has decided not to approve the national settlement, and this resolution will bring tens of millions more to our communities.

As a non-litigating jurisdiction, your participation in the settlement agreement is crucial to ensure we receive the funding necessary to provide additional resources to providers and treatment to individuals who desperately need our help. If we do not receive the requisite participation by the local governments, we will not receive the \$518 million to help Washington combat the opioid epidemic.

Your jurisdiction can sign on by executing and returning the enclosed Participation Form. **We have a deadline of Friday, September 23, 2022 for local government approval.**

Please return the completed Participation Form to: comopioidscases@atg.wa.gov

ATTORNEY GENERAL OF WASHINGTON

Local Elected Leaders

July 14, 2022

Page 2

Thank you for all you have already done to address the opioid crisis in our state. I urge you to sign on to the settlement agreement as soon as possible to allow us to begin distributing these funds promptly and get additional treatment and support to those who need it most.

Here are links to Washington's settlement with the distributors and the national distributor settlement, which is an exhibit to Washington's settlement:

- [Washington Distributor settlement](#)
- [National Distributor Settlement](#)

Our office has recovered a total of more than \$730 million from opioid litigation, including \$183 million in recoveries from Purdue Pharma, more than \$18 million from Mallinckrodt, and \$13.5 million from McKinsey to address harms from the opioid crisis. This includes \$159 million in additional resources because we rejected national settlements involving Purdue Pharma and the distributors and took those corporations to court.

If you have any questions, please contact Jeff Rupert, Chief of my Complex Litigation Division at 206-389-2116 or Jeffrey.Rupert@atg.wa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Bob Ferguson". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

BOB FERGUSON
Attorney General

RWF/jlg
Encl.

Exhibit F
Subdivision Settlement Participation Form

Governmental Entity:	State:
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated May 2, 2022 (“*Distributors Washington Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Distributors Washington Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Distributors Washington Settlement, including the Distributor Global Settlement Agreement dated July 21, 2021 (“*Global Settlement*”) attached to the Distributors Washington Settlement as Exhibit H, understands that all terms in this Participation Form have the meanings defined therein, and agrees that by signing this Participation Form, the Governmental Entity elects to participate in the Distributors Washington Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of October 1, 2022 and prior to the filing of the Consent Judgment, secure the dismissal with prejudice of any Released Claims that it has filed.
4. The Governmental Entity agrees to the terms of the Distributors Washington Settlement pertaining to Subdivisions as defined therein.
5. By agreeing to the terms of the Distributors Washington Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after December 1, 2022.
6. The Governmental Entity agrees to use any monies it receives through the Distributors Washington Settlement solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the Washington Consent Judgment Court for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Distributors Washington Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in the Distributors Washington Settlement.

8. The Governmental Entity has the right to enforce the Distributors Washington Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Distributors Washington Settlement, including, but not limited to, all provisions of Section XI of the Global Settlement, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Distributors Washington Settlement are intended by the Agreement Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Distributors Washington Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Distributors Washington Settlement.
11. In connection with the releases provided for in the Distributors Washington Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release, and that if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the date the Distributors Washington Settlement becomes effective pursuant to Section II.B of the Distributors Washington Settlement, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Distributors Washington Settlement.

12. Nothing herein is intended to modify in any way the terms of the Distributors Washington Settlement, to which Governmental Entity hereby agrees. To the extent this Participation Form is worded differently from Exhibit F to the Distributors Washington Settlement or interpreted differently from the Distributors Washington Settlement in any respect, the Distributors Washington Settlement controls.

I have all necessary power and authorization to execute this Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

ONE WASHINGTON MEMORANDUM OF UNDERSTANDING BETWEEN WASHINGTON MUNICIPALITIES

Whereas, the people of the State of Washington and its communities have been harmed by entities within the Pharmaceutical Supply Chain who manufacture, distribute, and dispense prescription opioids;

Whereas, certain Local Governments, through their elected representatives and counsel, are engaged in litigation seeking to hold these entities within the Pharmaceutical Supply Chain of prescription opioids accountable for the damage they have caused to the Local Governments;

Whereas, Local Governments and elected officials share a common desire to abate and alleviate the impacts of harms caused by these entities within the Pharmaceutical Supply Chain throughout the State of Washington, and strive to ensure that principals of equity and equitable service delivery are factors considered in the allocation and use of Opioid Funds; and

Whereas, certain Local Governments engaged in litigation and the other cities and counties in Washington desire to agree on a form of allocation for Opioid Funds they receive from entities within the Pharmaceutical Supply Chain.

Now therefore, the Local Governments enter into this Memorandum of Understanding ("MOU") relating to the allocation and use of the proceeds of Settlements described.

A. Definitions

As used in this MOU:

1. "Allocation Regions" are the same geographic areas as the existing nine (9) Washington State Accountable Community of Health (ACH) Regions and have the purpose described in Section C below.
2. "Approved Purpose(s)" shall mean the strategies specified and set forth in the Opioid Abatement Strategies attached as Exhibit A.
3. "Effective Date" shall mean the date on which a court of competent jurisdiction enters the first Settlement by order or consent decree. The Parties anticipate that more than one Settlement will be administered according to the terms of this MOU, but that the first entered Settlement will trigger allocation of Opioid Funds in accordance with Section B herein, and the formation of the Opioid Abatement Councils in Section C.
4. "Litigating Local Government(s)" shall mean Local Governments that filed suit against any Pharmaceutical Supply Chain Participant pertaining to the Opioid epidemic prior to September 1, 2020.

5. "Local Government(s)" shall mean all counties, cities, and towns within the geographic boundaries of the State of Washington.

6. "National Settlement Agreements" means the national opioid settlement agreements dated July 21, 2021 involving Johnson & Johnson, and distributors AmerisourceBergen, Cardinal Health and McKesson as well as their subsidiaries, affiliates, officers, and directors named in the National Settlement Agreements, including all amendments thereto.

7. "Opioid Funds" shall mean monetary amounts obtained through a Settlement as defined in this MOU.

8. "Opioid Abatement Council" shall have the meaning described in Section C below.

9. "Participating Local Government(s)" shall mean all counties, cities, and towns within the geographic boundaries of the State that have chosen to sign on to this MOU. The Participating Local Governments may be referred to separately in this MOU as "Participating Counties" and "Participating Cities and Towns" (or "Participating Cities or Towns," as appropriate) or "Parties."

10. "Pharmaceutical Supply Chain" shall mean the process and channels through which controlled substances are manufactured, marketed, promoted, distributed, and/or dispensed, including prescription opioids.

11. "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution, and/or dispensing of a prescription opioid, including any entity that has assisted in any of the above.

12. "Qualified Settlement Fund Account," or "QSF Account," shall mean an account set up as a qualified settlement fund, 468b fund, as authorized by Treasury Regulations 1.468B-1(c) (26 CFR §1.468B-1).

13. "Regional Agreements" shall mean the understanding reached by the Participating Local Counties and Cities within an Allocation Region governing the allocation, management, distribution of Opioid Funds within that Allocation Region.

14. "Settlement" shall mean the future negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant when that resolution has been jointly entered into by the Participating Local Governments. "Settlement" expressly does not include a plan of reorganization confirmed under Title 11 of the United States Code, irrespective of the extent to which Participating Local Governments vote in favor of or otherwise support such plan of reorganization.

15. “Trustee” shall mean an independent trustee who shall be responsible for the ministerial task of releasing Opioid Funds from a QSF account to Participating Local Governments as authorized herein and accounting for all payments into or out of the trust.

16. The “Washington State Accountable Communities of Health” or “ACH” shall mean the nine (9) regions described in Section C below.

B. Allocation of Settlement Proceeds for Approved Purposes

1. All Opioid Funds shall be held in a QSF and distributed by the Trustee, for the benefit of the Participating Local Governments, only in a manner consistent with this MOU. Distribution of Opioid Funds will be subject to the mechanisms for auditing and reporting set forth below to provide public accountability and transparency.

2. All Opioid Funds, regardless of allocation, shall be utilized pursuant to Approved Purposes as defined herein and set forth in Exhibit A. Compliance with this requirement shall be verified through reporting, as set out in this MOU.

3. The division of Opioid Funds shall first be allocated to Participating Counties based on the methodology utilized for the Negotiation Class in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP. The allocation model uses three equally weighted factors: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. The allocation percentages that result from application of this methodology are set forth in the “County Total” line item in Exhibit B. In the event any county does not participate in this MOU, that county’s percentage share shall be reallocated proportionally amongst the Participating Counties by applying this same methodology to only the Participating Counties.

4. Allocation and distribution of Opioid Funds within each Participating County will be based on regional agreements as described in Section C.

C. Regional Agreements

1. For the purpose of this MOU, the regional structure for decision-making related to opioid fund allocation will be based upon the nine (9) pre-defined Washington State Accountable Community of Health Regions (Allocation Regions). Reference to these pre-defined regions is solely for the purpose of

drawing geographic boundaries to facilitate regional agreements for use of Opioid Funds. The Allocation Regions are as follows:

- King County (Single County Region)
- Pierce County (Single County Region)
- Olympic Community of Health Region (Clallam, Jefferson, and Kitsap Counties)
- Cascade Pacific Action Alliance Region (Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, Lewis, and Wahkiakum Counties)
- North Sound Region (Island, San Juan, Skagit, Snohomish, and Whatcom Counties)
- SouthWest Region (Clark, Klickitat, and Skamania Counties)
- Greater Columbia Region (Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, Whitman, and Yakima Counties)
- Spokane Region (Adams, Ferry, Lincoln, Pend Oreille, Spokane, and Stevens Counties)
- North Central Region (Chelan, Douglas, Grant, and Okanogan Counties)

2. Opioid Funds will be allocated, distributed and managed within each Allocation Region, as determined by its Regional Agreement as set forth below. If an Allocation Region does not have a Regional Agreement enumerated in this MOU, and does not subsequently adopt a Regional Agreement per Section C.5, the default mechanism for allocation, distribution and management of Opioid Funds described in Section C.4.a will apply. Each Allocation Region must have an OAC whose composition and responsibilities shall be defined by Regional Agreement or as set forth in Section C.4.

3. King County's Regional Agreement is reflected in Exhibit C to this MOU.

4. All other Allocation Regions that have not specified a Regional Agreement for allocating, distributing and managing Opioid Funds, will apply the following default methodology:

- a. Opioid Funds shall be allocated within each Allocation Region by taking the allocation for a Participating County from Exhibit B and apportioning those funds between that Participating County and its Participating Cities and Towns. Exhibit B also sets forth the allocation to the Participating Counties and the Participating Cities or Towns within the Counties based on a default allocation formula. As set forth above in Section B.3, to determine the allocation to a county, this formula utilizes: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. To determine the allocation within a county, the formula utilizes historical federal data showing how the specific Counties and the Cities and Towns within the Counties have

made opioids epidemic-related expenditures in the past. This is the same methodology used in the National Settlement Agreements for county and intra-county allocations. A Participating County, and the Cities and Towns within it may enter into a separate intra-county allocation agreement to modify how the Opioid Funds are allocated amongst themselves, provided the modification is in writing and agreed to by all Participating Local Governments in the County. Such an agreement shall not modify any of the other terms or requirements of this MOU.

b. 10% of the Opioid Funds received by the Region will be reserved, on an annual basis, for administrative costs related to the OAC. The OAC will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Participating Local Governments within the Region.

c. Cities and towns with a population of less than 10,000 shall be excluded from the allocation, with the exception of cities and towns that are Litigating Participating Local Governments. The portion of the Opioid Funds that would have been allocated to a city or town with a population of less than 10,000 that is not a Litigating Participating Local Government shall be redistributed to Participating Counties in the manner directed in C.4.a above.

d. Each Participating County, City, or Town may elect to have its share re-allocated to the OAC in which it is located. The OAC will then utilize this share for the benefit of Participating Local Governments within that Allocation Region, consistent with the Approved Purposes set forth in Exhibit A. A Participating Local Government's election to forego its allocation of Opioid Funds shall apply to all future allocations unless the Participating Local Government notifies its respective OAC otherwise. If a Participating Local Government elects to forego its allocation of the Opioid Funds, the Participating Local Government shall be excused from the reporting requirements set forth in this Agreement.

e. Participating Local Governments that receive a direct payment maintain full discretion over the use and distribution of their allocation of Opioid Funds, provided the Opioid Funds are used solely for Approved Purposes. Reasonable administrative costs for a Participating Local Government to administer its allocation of Opioid Funds shall not exceed actual costs or 10% of the Participating Local Government's allocation of Opioid Funds, whichever is less.

f. A Local Government that chooses not to become a Participating Local Government will not receive a direct allocation of Opioid Funds. The portion of the Opioid Funds that would have been allocated to a Local Government that is not a Participating Local Government shall be

redistributed to Participating Counties in the manner directed in C.4.a above.

g. As a condition of receiving a direct payment, each Participating Local Government that receives a direct payment agrees to undertake the following actions:

- i. Developing a methodology for obtaining proposals for use of Opioid Funds.
- ii. Ensuring there is opportunity for community-based input on priorities for Opioid Fund programs and services.
- iii. Receiving and reviewing proposals for use of Opioid Funds for Approved Purposes.
- iv. Approving or denying proposals for use of Opioid Funds for Approved Purposes.
- v. Receiving funds from the Trustee for approved proposals and distributing the Opioid Funds to the recipient.
- vi. Reporting to the OAC and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures.

h. Prior to any distribution of Opioid Funds within the Allocation Region, The Participating Local Governments must establish an Opioid Abatement Council (OAC) to oversee Opioid Fund allocation, distribution, expenditures and dispute resolution. The OAC may be a preexisting regional body or may be a new body created for purposes of executing the obligations of this MOU.

i. The OAC for each Allocation Region shall be composed of representation from both Participating Counties and Participating Towns or Cities within the Region. The method of selecting members, and the terms for which they will serve will be determined by the Allocation Region's Participating Local Governments. All persons who serve on the OAC must have work or educational experience pertaining to one or more Approved Uses.

j. The Regional OAC will be responsible for the following actions:

- i. Overseeing distribution of Opioid Funds from Participating Local Governments to programs and services within the Allocation Region for Approved Purposes.

- ii. Annual review of expenditure reports from Participating Local Jurisdictions within the Allocation Region for compliance with Approved Purposes and the terms of this MOU and any Settlement.
- iii. In the case where Participating Local Governments chose to forego their allocation of Opioid Funds:
 - (i) Approving or denying proposals by Participating Local Governments or community groups to the OAC for use of Opioid Funds within the Allocation Region.
 - (ii) Directing the Trustee to distribute Opioid Funds for use by Participating Local Governments or community groups whose proposals are approved by the OAC.
 - (iii) Administrating and maintaining records of all OAC decisions and distributions of Opioid Funds.
- iv. Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures by the OAC or directly by Participating Local Governments.
- v. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data from any Participating Local Government that receives Opioid Funds, and for expenditures by the OAC in that Allocation Region, which it shall update at least annually.
- vi. If necessary, requiring and collecting additional outcome-related data from Participating Local Governments to evaluate the use of Opioid Funds, and all Participating Local Governments shall comply with such requirements.
- vii. Hearing complaints by Participating Local Governments within the Allocation Region regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

5. Participating Local Governments may agree and elect to share, pool, or collaborate with their respective allocation of Opioid Funds in any manner they choose by adopting a Regional Agreement, so long as such sharing, pooling, or collaboration is used for Approved Purposes and complies with the terms of this MOU and any Settlement.

6. Nothing in this MOU should alter or change any Participating Local Government's rights to pursue its own claim. Rather, the intent of this MOU is to join all parties who wish to be Participating Local Governments to agree upon an allocation formula for any Opioid Funds from any future binding Settlement with one or more Pharmaceutical Supply Chain Participants for all Local Governments in the State of Washington.

7. If any Participating Local Government disputes the amount it receives from its allocation of Opioid Funds, the Participating Local Government shall alert its respective OAC within sixty (60) days of discovering the information underlying the dispute. Failure to alert its OAC within this time frame shall not constitute a waiver of the Participating Local Government's right to seek recoupment of any deficiency in its allocation of Opioid Funds.

8. If any OAC concludes that a Participating Local Government's expenditure of its allocation of Opioid Funds did not comply with the Approved Purposes listed in Exhibit A, or the terms of this MOU, or that the Participating Local Government otherwise misused its allocation of Opioid Funds, the OAC may take remedial action against the alleged offending Participating Local Government. Such remedial action is left to the discretion of the OAC and may include withholding future Opioid Funds owed to the offending Participating Local Government or requiring the offending Participating Local Government to reimburse improperly expended Opioid Funds back to the OAC to be re-allocated to the remaining Participating Local Governments within that Region.

9. All Participating Local Governments and OAC shall maintain all records related to the receipt and expenditure of Opioid Funds for no less than five (5) years and shall make such records available for review by any other Participating Local Government or OAC, or the public. Records requested by the public shall be produced in accordance with Washington's Public Records Act RCW 42.56.001 *et seq.* Records requested by another Participating Local Government or an OAC shall be produced within twenty-one (21) days of the date the record request was received. This requirement does not supplant any Participating Local Government or OAC's obligations under Washington's Public Records Act RCW 42.56.001 *et seq.*

D. Payment of Counsel and Litigation Expenses

1. The Litigating Local Governments have incurred attorneys' fees and litigation expenses relating to their prosecution of claims against the Pharmaceutical Supply Chain Participants, and this prosecution has inured to the benefit of all Participating Local Governments. Accordingly, a Washington

Government Fee Fund (“GFF”) shall be established that ensures that all Parties that receive Opioid Funds contribute to the payment of fees and expenses incurred to prosecute the claims against the Pharmaceutical Supply Chain Participants, regardless of whether they are litigating or non-litigating entities.

2. The amount of the GFF shall be based as follows: the funds to be deposited in the GFF shall be equal to 15% of the total cash value of the Opioid Funds.

3. The maximum percentage of any contingency fee agreement permitted for compensation shall be 15% of the portion of the Opioid Funds allocated to the Litigating Local Government that is a party to the contingency fee agreement, plus expenses attributable to that Litigating Local Government. Under no circumstances may counsel collect more for its work on behalf of a Litigating Local Government than it would under its contingency agreement with that Litigating Local Government.

4. Payments from the GFF shall be overseen by a committee (the “Opioid Fee and Expense Committee”) consisting of one representative of the following law firms: (a) Keller Rohrback L.L.P.; (b) Hagens Berman Sobol Shapiro LLP; (c) Goldfarb & Huck Roth Riojas, PLLC; and (d) Napoli Shkolnik PLLC. The role of the Opioid Fee and Expense Committee shall be limited to ensuring that the GFF is administered in accordance with this Section.

5. In the event that settling Pharmaceutical Supply Chain Participants do not pay the fees and expenses of the Participating Local Governments directly at the time settlement is achieved, payments to counsel for Participating Local Governments shall be made from the GFF over not more than three years, with 50% paid within 12 months of the date of Settlement and 25% paid in each subsequent year, or at the time the total Settlement amount is paid to the Trustee by the Defendants, whichever is sooner.

6. Any funds remaining in the GFF in excess of: (i) the amounts needed to cover Litigating Local Governments’ private counsel’s representation agreements, and (ii) the amounts needed to cover the common benefit tax discussed in Section C.8 below (if not paid directly by the Defendants in connection with future settlement(s), shall revert to the Participating Local Governments *pro rata* according to the percentages set forth in Exhibits B, to be used for Approved Purposes as set forth herein and in Exhibit A.

7. In the event that funds in the GFF are not sufficient to pay all fees and expenses owed under this Section, payments to counsel for all Litigating Local Governments shall be reduced on a *pro rata* basis. The Litigating Local Governments will not be responsible for any of these reduced amounts.

8. The Parties anticipate that any Opioid Funds they receive will be subject to a common benefit “tax” imposed by the court in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP (“Common Benefit Tax”). If this occurs, the Participating Local Governments shall first seek to have the settling defendants pay the Common Benefit Tax. If the settling defendants do not agree to pay the Common Benefit Tax, then the Common Benefit Tax shall be paid from the Opioid Funds and by both litigating and non-litigating Local Governments. This payment shall occur prior to allocation and distribution of funds to the Participating Local Governments. In the event that GFF is not fully exhausted to pay the Litigating Local Governments’ private counsel’s representation agreements, excess funds in the GFF shall be applied to pay the Common Benefit Tax (if any).

E. General Terms

1. If any Participating Local Government believes another Participating Local Government, not including the Regional Abatement Advisory Councils, violated the terms of this MOU, the alleging Participating Local Government may seek to enforce the terms of this MOU in the court in which any applicable Settlement(s) was entered, provided the alleging Participating Local Government first provides the alleged offending Participating Local Government notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Participating Local Government or alleged offending Participating Local Government may be represented by their respective public entity in accordance with Washington law.

2. Nothing in this MOU shall be interpreted to waive the right of any Participating Local Government to seek judicial relief for conduct occurring outside the scope of this MOU that violates any Washington law. In such an action, the alleged offending Participating Local Government, including the Regional Abatement Advisory Councils, may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Participating Local Government, including the Regional Abatement Advisory Councils and its Members, may seek outside representation to defend itself against such an action.

3. Venue for any legal action related to this MOU shall be in the court in which the Participating Local Government is located or in accordance with the court rules on venue in that jurisdiction. This provision is not intended to expand the court rules on venue.

4. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Participating Local Governments approve the use of electronic signatures for execution of this MOU. All use of electronic signatures

shall be governed by the Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101. *et seq.* The Parties agree not to deny the legal effect or enforceability of the MOU solely because it is in electronic form or because an electronic record was used in its formation. The Participating Local Government agree not to object to the admissibility of the MOU in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

5. Each Participating Local Government represents that all procedures necessary to authorize such Participating Local Government's execution of this MOU have been performed and that the person signing for such Party has been authorized to execute the MOU.

[Remainder of Page Intentionally Left Blank – Signature Pages Follow]

This One Washington Memorandum of Understanding Between Washington Municipalities is signed this 28th day of April, 2022 by:



Name & Title Scott Spence, City Manager
On behalf of The City of Lacey

EXHIBIT B

County	Local Government	% Allocation
<u>Adams County</u>		
	Adams County	0.1638732475%
	Hatton	
	Lind	
	Othello	
	Ritzville	
	Washtucna	
	County Total:	0.1638732475%
<u>Asotin County</u>		
	Asotin County	0.4694498386%
	Asotin	
	Clarkston	
	County Total:	0.4694498386%
<u>Benton County</u>		
	Benton County	1.4848831892%
	Benton City	
	Kennewick	0.5415650564%
	Prosser	
	Richland	0.4756779517%
	West Richland	0.0459360490%
	County Total:	2.5480622463%
<u>Chelan County</u>		
	Chelan County	0.7434914485%
	Cashmere	
	Chelan	
	Entiat	
	Leavenworth	
	Wenatchee	0.2968333494%
	County Total:	1.0403247979%
<u>Clallam County</u>		
	Clallam County	1.3076983401%
	Forks	
	Port Angeles	0.4598370527%
	Sequim	
	County Total:	1.7675353928%

EXHIBIT B

County	Local Government	% Allocation
<u>Clark County</u>		
	Clark County	4.5149775326%
	Battle Ground	0.1384729857%
	Camas	0.2691592724%
	La Center	
	Ridgefield	
	Vancouver	1.7306605325%
	Washougal	0.1279328220%
	Woodland***	
	Yacolt	
	County Total:	6.7812031452%
<u>Columbia County</u>		
	Columbia County	0.0561699537%
	Dayton	
	Starbuck	
	County Total:	0.0561699537%
<u>Cowlitz County</u>		
	Cowlitz County	1.7226945990%
	Castle Rock	
	Kalama	
	Kelso	0.1331145270%
	Longview	0.6162736905%
	Woodland***	
	County Total:	2.4720828165%
<u>Douglas County</u>		
	Douglas County	0.3932175175%
	Bridgeport	
	Coulee Dam***	
	East Wenatchee	0.0799810865%
	Mansfield	
	Rock Island	
	Waterville	
	County Total:	0.4731986040%
<u>Ferry County</u>		
	Ferry County	0.1153487994%
	Republic	
	County Total:	0.1153487994%

EXHIBIT B

County	Local Government	% Allocation
<u>Franklin County</u>		
	Franklin County	0.3361237144%
	Connell	
	Kahlotus	
	Mesa	
	Pasco	0.4278056066%
	County Total:	0.7639293210%
<u>Garfield County</u>		
	Garfield County	0.0321982209%
	Pomeroy	
	County Total:	0.0321982209%
<u>Grant County</u>		
	Grant County	0.9932572167%
	Coulee City	
	Coulee Dam***	
	Electric City	
	Ephrata	
	George	
	Grand Coulee	
	Hartline	
	Krupp	
	Mattawa	
	Moses Lake	0.2078293909%
	Quincy	
	Royal City	
	Soap Lake	
	Warden	
	Wilson Creek	
	County Total:	1.2010866076%

EXHIBIT B

County	Local Government	% Allocation
<u>Grays Harbor County</u>		
	Grays Harbor County	0.9992429138%
	Aberdeen	0.2491525333%
	Cosmopolis	
	Elma	
	Hoquiam	
	McCleary	
	Montesano	
	Oakville	
	Ocean Shores	
	Westport	
	County Total:	1.2483954471%
<u>Island County</u>		
	Island County	0.6820422610%
	Coupeville	
	Langley	
	Oak Harbor	0.2511550431%
	County Total:	0.9331973041%
<u>Jefferson County</u>		
	Jefferson County	0.4417137380%
	Port Townsend	
	County Total:	0.4417137380%

EXHIBIT B

County	Local Government	% Allocation
<u>King County</u>		
	King County	13.9743722662%
	Algona	
	Auburn***	0.2622774917%
	Beaux Arts Village	
	Bellevue	1.1300592573%
	Black Diamond	
	Bothell***	0.1821602716%
	Burien	0.0270962921%
	Carnation	
	Clyde Hill	
	Covington	0.0118134406%
	Des Moines	0.1179764526%
	Duvall	
	Enumclaw***	0.0537768326%
	Federal Way	0.3061452240%
	Hunts Point	
	Issaquah	0.1876240107%
	Kenmore	0.0204441024%
	Kent	0.5377397676%
	Kirkland	0.5453525246%
	Lake Forest Park	0.0525439124%
	Maple Valley	0.0093761587%
	Medina	
	Mercer Island	0.1751797481%
	Milton***	
	Newcastle	0.0033117880%
	Normandy Park	
	North Bend	
	Pacific***	
	Redmond	0.4839486007%
	Renton	0.7652626920%
	Sammamish	0.0224369090%
	SeaTac	0.1481551278%
	Seattle	6.6032403816%
	Shoreline	0.0435834501%
	Skykomish	
	Snoqualmie	0.0649164481%
	Tukwila	0.3032205739%
	Woodinville	0.0185516364%
	Yarrow Point	
	County Total:	26.0505653608%

EXHIBIT B

County	Local Government	% Allocation
<u>Kitsap County</u>		
	Kitsap County	2.6294133668%
	Bainbridge Island	0.1364686014%
	Bremerton	0.6193374389%
	Port Orchard	0.1009497162%
	Poulsbo	0.0773748246%
	County Total:	3.5635439479%
<u>Kittitas County</u>		
	Kittitas County	0.3855704683%
	Cle Elum	
	Ellensburg	0.0955824915%
	Kittitas	
	Roslyn	
	South Cle Elum	
	County Total:	0.4811529598%
<u>Klickitat County</u>		
	Klickitat County	0.2211673457%
	Bingen	
	Goldendale	
	White Salmon	
	County Total:	0.2211673457%
<u>Lewis County</u>		
	Lewis County	1.0777377479%
	Centralia	0.1909990353%
	Chehalis	
	Morton	
	Mossyrock	
	Napavine	
	Pe Ell	
	Toledo	
	Vader	
	Winlock	
	County Total:	1.2687367832%

EXHIBIT B

County	Local Government	% Allocation
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Lincoln County

Lincoln County	0.1712669645%
Almira	
Creston	
Davenport	
Harrington	
Odessa	
Reardan	
Sprague	
Wilbur	
County Total:	0.1712669645%

Mason County

Mason County	0.8089918012%
Shelton	0.1239179888%
County Total:	0.9329097900%

Okanogan County

Okanogan County	0.6145043345%
Brewster	
Conconully	
Coulee Dam***	
Elmer City	
Nespelem	
Okanogan	
Omak	
Oroville	
Pateros	
Riverside	
Tonasket	
Twisp	
Winthrop	
County Total:	0.6145043345%

Pacific County

Pacific County	0.4895416466%
Ilwaco	
Long Beach	
Raymond	
South Bend	
County Total:	0.4895416466%

EXHIBIT B

County	Local Government	% Allocation
<u>Pend Oreille County</u>		
	Pend Oreille County	0.2566374940%
	Cusick	
	Ione	
	Metaline	
	Metaline Falls	
	Newport	
	County Total:	0.2566374940%
<u>Pierce County</u>		
	Pierce County	7.2310164020%
	Auburn***	0.0628522112%
	Bonney Lake	0.1190773864%
	Buckley	
	Carbonado	
	DuPont	
	Eatonville	
	Edgewood	0.0048016791%
	Enumclaw***	0.0000000000%
	Fife	0.1955185481%
	Fircrest	
	Gig Harbor	0.0859963345%
	Lakewood	0.5253640894%
	Milton***	
	Orting	
	Pacific***	
	Puyallup	0.3845704814%
	Roy	
	Ruston	
	South Prairie	
	Steilacoom	
	Sumner	0.1083157569%
	Tacoma	3.2816374617%
	University Place	0.0353733363%
	Wilkeson	
	County Total:	12.0345236870%
<u>San Juan County</u>		
	San Juan County	0.2101495171%
	Friday Harbor	
	County Total:	0.2101495171%

EXHIBIT B

County	Local Government	% Allocation
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Skagit County

Skagit County	1.0526023961%
Anacortes	0.1774962906%
Burlington	0.1146861661%
Concrete	
Hamilton	
La Conner	
Lyman	
Mount Vernon	0.2801063665%
Sedro-Woolley	0.0661146351%
County Total:	1.6910058544%

Skamania County

Skamania County	0.1631931925%
North Bonneville	
Stevenson	
County Total:	0.1631931925%

Snohomish County

Snohomish County	6.9054415622%
Arlington	0.2620524080%
Bothell***	0.2654558588%
Brier	
Darrington	
Edmonds	0.3058936009%
Everett	1.9258363241%
Gold Bar	
Granite Falls	
Index	
Lake Stevens	0.1385202891%
Lynnwood	0.7704629214%
Marysville	0.3945067827%
Mill Creek	0.1227939546%
Monroe	0.1771621898%
Mountlake Terrace	0.2108935805%
Mukilteo	0.2561790702%
Snohomish	0.0861097964%
Stanwood	
Sultan	
Woodway	
County Total:	11.8213083387%

EXHIBIT B

County	Local Government	% Allocation
<u>Spokane County</u>		
	Spokane County	5.5623859292%
	Airway Heights	
	Cheney	0.1238454349%
	Deer Park	
	Fairfield	
	Latah	
	Liberty Lake	0.0389636519%
	Medical Lake	
	Millwood	
	Rockford	
	Spangle	
	Spokane	3.0872078287%
	Spokane Valley	0.0684217500%
	Waverly	
	County Total:	8.8808245947%
<u>Stevens County</u>		
	Stevens County	0.7479240179%
	Chewelah	
	Colville	
	Kettle Falls	
	Marcus	
	Northport	
	Springdale	
	County Total:	0.7479240179%
<u>Thurston County</u>		
	Thurston County	2.3258492094%
	Bucoda	
	Lacey	0.2348627221%
	Olympia	0.6039423385%
	Rainier	
	Tenino	
	Tumwater	0.2065982350%
	Yelm	
	County Total:	3.3712525050%
<u>Wahkiakum County</u>		
	Wahkiakum County	0.0596582197%
	Cathlamet	
	County Total:	0.0596582197%

EXHIBIT B

County	Local Government	% Allocation
<u>Walla Walla County</u>		
	Walla Walla County	0.5543870294%
	College Place	
	Prescott	
	Waitsburg	
	Walla Walla	0.3140768654%
	County Total:	0.8684638948%
<u>Whatcom County</u>		
	Whatcom County	1.3452637306%
	Bellingham	0.8978614577%
	Blaine	
	Everson	
	Ferndale	0.0646101891%
	Lynden	0.0827115612%
	Nooksack	
	Sumas	
	County Total:	2.3904469386%
<u>Whitman County</u>		
	Whitman County	0.2626805837%
	Albion	
	Colfax	
	Colton	
	Endicott	
	Farmington	
	Garfield	
	LaCrosse	
	Lamont	
	Malden	
	Oakesdale	
	Palouse	
	Pullman	0.2214837491%
	Rosalia	
	St. John	
	Tekoa	
	Uniontown	
	County Total:	0.4841643328%

EXHIBIT B

County	Local Government	% Allocation
<u>Yakima County</u>		
	Yakima County	1.9388392959%
	Grandview	0.0530606109%
	Granger	
	Harrah	
	Mabton	
	Moxee	
	Naches	
	Selah	
	Sunnyside	0.1213478384%
	Tieton	
	Toppenish	
	Union Gap	
	Wapato	
	Yakima	0.6060410539%
	Zillah	
	County Total:	2.7192887991%



LACEY CITY COUNCIL MEETING September 15, 2022

SUBJECT: Lacey Historical Commission Term Change Proposal

RECOMMENDATION: Approve the proposed Historical Commission Term Change Proposal.

STAFF CONTACT: Scott Spence, City Manager *SS*
Jen Burbidge, Parks, Culture & Recreation Director *JB*

ORIGINATED BY: Parks, Culture & Recreation Department

ATTACHMENTS: 1. [Lacey Historical Commission Term Change Proposal](#)

FISCAL NOTE: N/A

PRIOR REVIEW: Historical Commission reviewed and approved at their April 20, 2022 meeting.

City Council reviewed at the September 8, 2022, Worksession.

BACKGROUND:

The Lacey Historical Commission was formed in 1979. At the time, there were nine Commissioners. Terms were staggered to ensure consistency; every year three Commissioners' terms would expire. That first year three people had a one-year term, three people had a two-year term and three people had a three-year term. Thereafter, terms were for three years. Over the years, a number of events occurred that created a situation where in 2022, there are five Commissioners' terms expiring in 2022, two expiring in 2023 and none had expired in 2021.

In order to correct the situation and return to regularly staggered expiration dates, staff proposed term updates, and the Historical Commission approved (see attached).

Staff are now seeking approval from the City Council for the term updates.

ADVANTAGES:

1. Returns the expiration dates to the original intention.
2. Ensures consistency for the board with staggered term expiration dates.

DISADVANTAGES:

1. No disadvantages identified.

Lacey Historical Commission Term Change Proposal

Name	Current Term Exp.	Proposed Term Exp.	Length on Commission
Erich Ebel	9/13/2022	9/13/2022	8 years, in second term (expired + 2 terms)
Alan Tyler	9/13/2022	9/13/2022	7 years, in second term (expired + 2 terms)
Kimberly Goetz	9/13/2022	9/13/2023	5 years, in first term (expired + 1 term)
David Black	9/13/2022	9/13/2023	2 years, in 1 st term
Jim Keogh	9/13/2023	9/13/2023	1 year, in 1 st full term
Sarah Thirtyacre	9/13/2022	9/13/2024	3 years, in 1 st term, going in to 2 nd term
VACANT	9/13/2023	9/13/2024	New person will be filling unexpired term

FINANCE & ECONOMIC DEVELOPMENT COMMITTEE MINUTES

AUGUST 23, 2022

8:31 A.M. – 8:58 A.M.

REMOTE & IN-PERSON ATTENDANCE

To view the full video or a specific topic you may watch the video-stream on the City of Lacey's YouTube Channel: <https://www.youtube.com/watch?v=UMaoiiYzCQs>

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

COUNCIL EXCUSED: MAYOR RYDER

STAFF PRESENT: SCOTT SPENCE, TROY WOO, KRISTY WOLF, TABETHA RESTOULE

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

ACTION: ELECT DEPUTY MAYOR MILLER AS CHAIR OF THE AUGUST 23, 2022, FINANCE & ECONOMIC DEVELOPMENT COMMITTEE MEETING
MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBER GREENSTEIN AND DEPUTY MAYOR MILLER.

Councilmember Greenstein nominated Deputy Mayor Miller as Chair for the August 23, 2022, Finance & Economic Development Committee meeting.

2022 - 2ND QUARTER INVESTMENT REPORT

STAFF: TROY WOO, FINANCE DIRECTOR
ACTION: RECOMMEND TO THE FULL CITY COUNCIL APPROVAL OF THE ADOPTION OF THE PROPOSED ORDINANCE
MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBERS GREENSTEIN AND DEPUTY MAYOR MILLER.

Troy Woo, Finance Director, presented the 2022 Budget Amendments. Given the amount of significant budget amendments identified earlier in the year, the City Council adopted an out-of-cycle budget amendment in April to preserve the integrity of the budget. The final budget amendment adoption is scheduled for September to facilitate the 2023 Budget document development.

Staff presented the following significant budget amendments:

- Addition of three new positions to the General Fund.
- \$300,000 - capital equipment investments for Lacey MakerSpace.
- \$50,000 - Lacey Midtown branding.
- \$50,000 – Financial Feasibility Study with North Thurston Public Schools and South Sound YMCA to build a Young Child and Families Center of Lacey.
- \$75,075 – Amendment to Professional Services Agreement for the design of the Greg Cuoio Park Phase 1A.
- \$84,011 – Addition to Regional Athletic Complex parking lot design.
- \$311,425 - Crane truck replacement.
- Increase Capital Replacement Budget 20.0 percent to allow maximum flexibility in the challenging supply environment.
- \$55,000 – Vehicle replacement purchase of seven Ford F-150 Lightning trucks.

2022 MID-YEAR FINANCIAL REPORT

STAFF: TROY WOO, FINANCE DIRECTOR

ACTION: INFORMATION ONLY

As of June 30, 2022, total General Fund Expenditures were \$32,755,242, which is an increase of \$7,758,602, or 31.0 percent compared to the mid-year 2021 total expenditure level.

Expenditures at June 30, 2021, were 44.8 percent of the total 2021 General Fund Budget. The majority of the 2022 increase is related to the timing of one-time capital and operating transfers, as well as inflationary increases, additional social service demands, and a significant decrease related to the one-time 2021 improvements to the Veterans Services Hub.

The General Fund Revenues were \$33,609,975, or 51.2 percent of the amended budget. Mid-year General Fund Revenues increased \$2,165,656 compared to the previous year.

Mid-year 2022 operating expenditures for the City's utilities were mainly consistent with projects. Expenditures were higher in 2022 for the Water Utility Maintenance and

Operations Fund, Wastewater Utility Maintenance and Operations Fund, and Stormwater Maintenance and Operations Fund.

Staff also reported on the General Fund Revenues, projected labor costs, and supply chain challenges.

Staff recommended that the 2023 Budget be developed with caution due to the economic, geopolitical, and continued COVID-19 health emergency uncertainties. Continuing Lacey's conservative budget approach will assist with achieving continued financial stability and success.

GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE
AUGUST 23, 2022
9:37 A.M. – 10:19 A.M.
REMOTE AND IN PERSON

To hear the full discussion of a specific topic, or the complete meeting, you may watch the video-stream available on the City of Lacey's YouTube Channel: <https://youtu.be/t8gWUuBlzrA>

COUNCIL PRESENT: COUNCILMEMBERS GREENSTEIN (CHAIR) AND KUNKEL

STAFF PRESENT: SCOTT SPENCE, LEIALANI JENSEN, PERI EDMONDS, ELISSA FONTAINE,
AND TABETHA RESTOULE

ACTION: APPROVE THE GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE
AGENDA

MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBERS KUNKEL AND
GREENSTEIN

2021-2022 PUBLIC RECORDS UPDATE

STAFF: PERI EDMONDS, CITY CLERK
ELISSA FONTAINE, DEPUTY CITY CLERK
ACTION: INFORMATION ONLY

Elissa Fontaine, Deputy City Clerk, presented an overview of the 2021-2022 Joint Legislative Audit Review Committee (JLARC) report, relating to public records received and responded to from 2021 to 2022.

In 2017, government agencies were required to report to JLARC on 18 different public records metrics. The state legislature later amended the requirement, reducing it from 18 metrics to 15. The City of Lacey reports data on public records requests received by the City, Police Department, and Joint Animal Services.

Report highlights include a total of 2,568 agency public records requests received during 2021. Of those requests, 75% of requests were fulfilled electronically, 22% were closed with no responsive records, 79% were closed within 5 business days. The total estimated cost to the agency in fulfilling records requests, including staff and legal compensation, is just above \$380,000, making an average estimated cost of \$147 per request. The total tracked expense recovery was \$190.

AMENDMENTS TO LACEY MUNICIPAL CODE

STAFF: LEIALANI JENSEN, ACTING HUMAN RESOURCES DIRECTOR

ACTION: FORWARD THE RECOMMENDED AMENDMENTS TO THE LACEY MUNICIPAL CODE
TO THE FULL COUNCIL FOR APPROVAL

MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBERS KUNKEL AND
GREENSTEIN

Staff recommended repealing Lacey Municipal Code 2.56 relating to personnel policies. Personnel policies are an internal operation of the City and are governed by the Civil Service Rules, Collective Bargaining Agreements, and City Policy.

Staff also recommended updating Lacey Municipal Code 2.26 relating to Oaths and Performance Bonds to reflect WCIA's coverage of \$2,000,000.