



City of Lacey, Washington City Council Regular Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, October 5, 2023

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Land Acknowledgement

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

5. Approval of Agenda and Consent Agenda Items:

- A. City Council meeting minutes of September 21, 2023
- B. A motion to approve payment of claims, wages, and transfers for September 11, 2023, through September 22, 2023

6. Public Recognitions and Presentations:

7. Public Comment:

Refer to the bottom of the agenda for instructions on how to provide public comment.

8. Public Hearing:

9. Proclamations:

A. Walk to School Month

Kerri Wilson, Walk N Roll Program Supervisor and Employee Transportation Coordinator

B. National Disability Employment Awareness Month

Joseph Kasperski, Chief Financial & Operations Officer, Washington State Department of Services for the Blind

C. Hispanic and Latino/a/e/x Heritage Month

Kindra Galan, Education Program Director, Cielo Programs

10. Referral from Planning Commission:

11. Referral from Hearings Examiner:

12. Resolutions:

A. Resolution No. 1138: Advisory Board Stipend Program

Shannon Kelley-Fong, Assistant City Manager

13. Ordinances:

14. Mayor's Report:

A. Planning Commission Appointment: Jeffrey Gadman

Mayor Ryder

15. City Manager's Report:

A. City of Lacey Wellness Program

Alyssa Dolan-Caret, Human Resources Specialist

16. Standing General Committees:

A. Finance and Economic Development Committee - September 26, 2023

17. Other Business:

18. 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 (EDC)
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

19. Convene to Worksession

- A. **2024 Budget Workshop**
Rick Walk, City Manager

20. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

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

- In-Person Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503
- Zoom: https://us02web.zoom.us/webinar/register/WN_nGw6BectRzyyLrrqH6TK0w
- Website: <https://cityoflacey.org/government/public-meetings/>
- Facebook: <https://www.facebook.com/cityoflacey>
- YouTube: <https://www.youtube.com/watch?v=HdeC41z1AM4>



Cable: Channel 3 with your local cable provider
Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 843 3238 5213)

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.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_nGw6BectRzyyLrrqH6TK0w

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.

The commenting period will close two hours before the meeting time.

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.





City of Lacey, Washington
City Council Regular Meeting Minutes
Thursday, September 21, 2023 - Council Chambers and Online

1. Call to Order

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

2. Roll Call

Council Present

Mayor Andy Ryder
Councilmember Michael Steadman
Councilmember Lenny Greenstein (remote)
Councilmember Carolyn Cox
Councilmember Ed Kunkel
Councilmember Robin Vazquez

Council Excused

Deputy Mayor Malcolm Miller

Staff Present

Rick Walk, City Manager
Jen Burbidge, Parks, Culture, and Recreation Director
Shannon Kelley-Fong, Assistant City Manager
Dave Schneider, City Attorney
Leialani Su'e, Human Resources Director
Ryan Andrews, Planning Manager
Kevin Landwehrle, Police Sergeant
Scott Devlin, Public Works Operations Manager
Sadie Siglin, City Manager Management Analyst
Elissa Fontaine, City Clerk

3. Pledge of Allegiance

4. Approval of Agenda and Consent Agenda Items:

- A. Council minutes of September 7, 2023
- B. A motion to approve payment of claims, wages, and transfers for August 11, 2023, through September 8, 2023.

**Councilmember Cox moved to approve the agenda and consent agenda.
Councilmember Kunkel seconded. Motion carried.**

5. Public Recognitions and Presentations:

6. Public Comment:

7. Public Hearing:

8. Proclamations:

A. Emergency Preparedness Month

Leialani Su'e, Human Resources Director

Mayor Ryder and the Council proclaimed September 2023, as Emergency Preparedness Month. Leialani Su'e, Human Resources Director, accepted the proclamation.

9. Referral from Planning Commission:

10. Referral from Hearings Examiner:

11. Resolutions:

A. Resolution 1137 - Land Acknowledgement Policy

Shannon Kelley-Fong, Assistant City Manager

Staff presented Resolution 1137, relating to the Land Acknowledgment Policy. Staff recommended the Council adopt the resolution.

Councilmember Steadman moved to adopt Resolution 1137, relating to the Land Acknowledgement Policy. Councilmember Vazquez seconded. Motion carried.

Mayor Ryder moved to proceed with Directions 1, 2, 3, and 4, as recommended by staff, regarding the Land Acknowledgement. Councilmember Vazquez seconded. Motion carried.

12. Ordinances:



13. Mayor's Report:

A. **2023-2024 Lacey Youth Council Appointments**

Mayor Ryder

Sadie Siglin, City Manager Management Analyst

Mayor Ryder and staff highlighted the upcoming Lacey Youth Council members for the 2023-2024 school year.

Mayor Ryder moved to appoint the youth members to the Lacey Youth Council. Councilmember Steadman seconded. Motion carried.

Mayor Ryder moved to appoint the designated youth members as representatives on advisory boards as presented. Councilmember Greenstein seconded. Motion carried.

14. City Manager's Report:

A. **Cooperation Agreement between the City of Lacey and Nisqually Indian Tribe**

Rick Walk, City Manager

Members of Nisqually Indian Tribe and the development team, provided a few words about the Quiemuth Resort and Village Property project.

Staff presented the cooperation agreement between the City of Lacey and the Nisqually Indian Tribe.

Councilmember Steadman moved to authorize the City Manager to sign the Cooperation Agreement between the City of Lacey and the Nisqually Indian Tribe. Councilmember Cox seconded. Motion carried.

B. **Right of Way Initiative and Homeless Response Update**

Ryan Andrews, Planning Manager

Kevin Landwehrle, Police Sergeant

Scott Devlin, Public Works Operations Manager

Staff presented an update on the City's homelessness response and the impacts of the Mobile Outreach Team, Community Resource Unit and the Rapid Response Team. Updates on Maple Court were also highlighted.

C. **Regional Athletic Complex Kiosk Interlocal Agreement**

Jen Burbidge, Parks, Culture, and Recreation Director



Staff presented the interlocal agreement and recommended City Council approve the agreement.

Councilmember Steadman moved to approve the recommended Interlocal Agreement between the City of Lacey and Thurston County for a new kiosk at the RAC. Councilmember Vazquez seconded. Motion carried.

D. Police Station Property Purchase Sale Agreement with Saint Martin's Abbey*

Rick Walk, City Manager

Dave Schneider, City Attorney

Councilmember Vazquez moved to approve the acquisition of property from St. Martin's Abbey and authorize the City Manager to sign all documents necessary to finalize the acquisition. Councilmember Kunkel seconded. Motion carried.

15. Standing General Committees:

16. Other Business:

17. Boards, Commissions and Committee Reports:

A. Mayor Andy Ryder:

1. Mayors' Forum
2. Thurston Chamber Shared Legislative Committee
3. Transportation Policy Board (TPB)

Mayor Ryder provided reports on the Mayors' Forum, and the Transportation Policy Board.

B. Deputy Mayor Malcolm Miller:

1. Economic Development Council (EDC)
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

Councilmember Cox provided a report on the LOTT Clean Water Alliance.

D. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
2. TCOMM911

Councilmember Greenstein provided a report on Emergency Medical Services.

E. Councilmember Michael Steadman:

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

Councilmember Steadman provided a report from the 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)

Councilmember Kunkel provided a report from the Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB).

- 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

Councilmember Vazquez provided reports from Intercity Transit, and Thurston Regional Planning Council.

18. Adjourn

Mayor Ryder adjourned the meeting at 7:52 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____





LACEY CITY COUNCIL MEETING

October 5, 2023

SUBJECT: Disbursement Approval

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

STAFF CONTACT: Troy Woo, Finance Director

ORIGINATED BY: Troy Woo, Finance Director *TW*
Alix Turcotte, Senior Accountant *AT*
Carrie Bode, Accounting Technician *CB*

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 9/11/2023 through 9/22/2023. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	9/11/2023	271619	271704	179,057.42
	9/22/2023	271705	271829	265,922.18

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	9/11/2023	94.90
	9/11/2023	1,005.00
	9/13/2023	21.83
	9/14/2023	69.99
	9/14/2023	30.10
	9/15/2023	271,107.38
	9/15/2023	795,957.36
	9/18/2023	65.45
	9/18/2023	147,525.93
	9/20/2023	502.33
	9/20/2023	372.00
	9/22/2023	2,394,323.39

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
McClure and Sons Inc	\$ 126,162.57	Beachcrest Wellfield PH
SCI Infrastructure LLC	\$ 795,957.36	Golf Club Rd Water & Sewer Improv.

Dept. of Revenue	\$ 147,525.93	August 2023 Excise Tax
Badger Meter Inc	\$ 264,039.55	Water Meters
KMB Architects	\$ 225,366.37	Police Department Facility
Miles Resources LLC	\$ 1,114,651.84	2022 Carpenter Rd Improvements
Nisqually Indian Tribe	\$ 105,657.00	August 2023 Prisoner Support
Pacific Civil & Infrastructure	\$ 162,692.11	LS 19 Replacement
Puget Sound Energy Inc	\$ 125,083.47	Utilities
SCI Infrastructure LLC	\$ 354,257.58	Golf Club Rd Water & Sewer Improv.
Western United Civil Group	\$ 85,629.00	2022-23 Lift Station

CITY OF LACEY

Official Proclamation

WHEREAS, making bicycle, pedestrian, and active transportation safety improvements a priority can help protect the life and safety of Lacey's youth; and

WHEREAS, the City of Lacey is working to add bike lanes, trails, sidewalks, and improve street crossings to better connect our neighborhoods and provide safer routes to school; and

WHEREAS, regularly walking, biking, and rolling to school is fun, improves the health of our youth, and increases students' readiness to learn; and

WHEREAS, driving students to school contributes to traffic congestion and air pollution; and

WHEREAS, an important role for parents and caregivers is to teach children how to be safe pedestrians and bicyclists on our streets; and

WHEREAS, in October, community leaders, parents, and children from around the world will join together for Walk to School events to increase awareness about the health and environmental benefits of walking and biking to school.

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby recognize the month of October 2023, as

Walk to School Month

in Lacey and encourage all community members to promote the safety and health of children this month and throughout the year by supporting pedestrian, bicycle, and active transportation improvements, driving responsibly in school zones, modeling safe pedestrian and bicycle behaviors, and practicing an active lifestyle.




Mayor Andy Ryder
October 5, 2023

CITY OF LACEY

Official Proclamation

WHEREAS, October 2023 marks the 78th anniversary of National Disability Employment Awareness Month; and

WHEREAS, the history of National Disability Employment Awareness Month traces back to 1945 when Congress enacted a law declaring the first week in October as "National Employ the Physically Handicapped Week" and in 1962, the word "physically" was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities; then in 1988, Congress expanded the week to a month and changed the name to National Disability Employment Awareness Month; and

WHEREAS, the Americans with Disabilities Act (ADA) and other disability legislation established a clear and comprehensive national mandate for the elimination of discrimination against people with disabilities and expanded choices for people with disabilities by reducing barriers, changing perceptions, and increasing opportunities; and

WHEREAS, workplaces welcoming the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy; and

WHEREAS, people with disabilities are an important, vital part of our community as valued workers, civic leaders, business owners, veterans, family members, and friends; they are innovative and valued contributors in the workplace, the classroom, and the community; and

WHEREAS, activities during this month will reinforce the value and talent people with disabilities add to our workplaces and communities and affirm the City of Lacey's commitment to an inclusive community that increases access and opportunities to all, including individuals with disabilities; and

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby recognize the month of October 2023, as

Disability Employment Awareness Month

in Lacey and call upon employers, schools, and other community organizations to advance the important message that people with disabilities add value and talent to our workplaces and communities, and the City of Lacey commits to do the same by continuing to provide equal employment opportunities to all.



Mayor Andy Ryder
October 5, 2023



CITY OF LACEY *Official Proclamation*

WHEREAS, during Hispanic and Latina/Latino/Latine/Latinx Heritage Month, Mes de la Herencia Hispana, we honor the rich heritage of the Hispanic and Latinx community and celebrate their countless achievements; and

WHEREAS, the observation began in 1968 as Hispanic Heritage Week, and was enacted into federal law on August 17, 1988, calling upon public officials, education, librarians, and all the people of the United States to observe this time with ceremonies, activities, and programs; and

WHEREAS, the city recognizes and celebrates the diversity of community members that this month commemorates, honors and pays tribute to individuals that speak Spanish, who are descendants from Spanish-speaking countries, are descendants from over 26+ Latin American countries, and who may speak a variety of different languages, and we recognize the Latinx identity also encompasses people in indigenous, Black and African, Asian, and Queer communities; and

WHEREAS, Washington has grown more diverse over the past decade with the Hispanic community now representing 13.7 percent of Washingtonians, with the Hispanic community in Lacey representing nearly 11 percent of the population; and

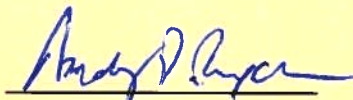
WHEREAS, Hispanic and Latinx community members have made immeasurable contributions to the advancement of the United States and the City of Lacey, including but not limited to serving in our Armed Forces, as elected officials, public servants, essential workers, agriculture workers, teachers, business owners, cultural and creative industry leaders, and innovators; and

Whereas, 2023 honors the theme, "Todos Somos, Somos Uno: We Are All, We Are One", emphasizing the diversity and idea that we are all interconnected and share a common humanity, regardless of our differences; and

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby recognize September 15 through October 15, 2023, as

Hispanic and Latinx Heritage Month

in Lacey and encourage our community to celebrate the strengths that emerge from diversity and participate in activities to learn more about our Hispanic and Latinx communities, histories, and contributions to our city and society.



Mayor Andy Ryder
October 5, 2023



CITY COUNCIL MEETING October 05, 2023

SUBJECT: Advisory Board Stipend Program

RECOMMENDATION: “Next Steps” section of this staff report provides four (4) options for the Lacey City Council to consider.

Option 1 is recommended:

“Motion to approve Resolution 1138 adopting the Advisory Board Stipend Program in the City Council Policies and Procedures Manual.”

Pending 2024 Budget funding, implement the program starting January 2024.

STAFF CONTACT: Rick Walk, Interim City Manager *RW*
Shannon Kelley-Fong, Assistant City Manager *SKF*

ATTACHMENTS: 1. Resolution 1138

PRIOR REVIEW: [Commission on Equity – 01/23/2023](#)
[Planning Commission – 02/21/2023](#)
[Parks, Culture, and Recreation Board – 03/01/2023](#)
[Historical Board – 03/15/2023](#)
Lacey Youth Council – 03/16/2023
[Commission on Equity – 04/24/2023](#)
[Community Relations Committee – 06/05/2023](#)
[Lacey City Council Worksession – 07.27.2023](#)

FISCAL IMPACT: Approximately \$20,000 (around 40 participants) to \$45,000 (around 90 participants) to implement depending on opt-in rate and number of ad hoc boards.

**WORK PLAN GOAL:
AND STRATEGY** An Engaged Community (L)

COMM. PLAN: Goal 2 (C) – Create Relationships and continue to build capacity with historically underrepresented communities to ensure barriers to participation are eliminated allowing individuals to participate in decisions that impact the community, as desired.

COE

RECOMMENDATION: Implement an Advisory Board Stipend Program.

BACKGROUND: The City of Lacey's ("City") advisory boards (including boards, commissions, task forces, etc.) serve as a critical point of community input in the City's decision-making processes. The Lacey City Council confirms the appointments of advisory board members (with the exception Civil Service Commission and some members of Law Enforcement Officers Fire Fighters Disability Board). At the City, advisory boards review and make recommendations to the City and Lacey City Council on issues related to land use, zoning, parks, culture, recreation, library services, historical matters, and diversity, equity, and inclusion, animal services, lodging tax funding, youth perspectives, civil service appeals, etc.

Currently, all advisory board members serve as volunteers and do not receive a stipend to offset expenses that are incurred due to their participation on the City's advisory boards. Expenses to participate on the City's advisory boards could include: childcare, transportation, internet access, etc. These expenses could serve as barriers for community members to participate on advisory boards. To try to mitigate barriers to participation on advisory boards, some local and state governments are starting to provide community members with stipends for serving on advisory boards. The purpose of these programs are often to try to offset incurred expenses for their participation on these boards. More information on advisory board stipends programs are provided below.

City Advisory Boards

The City has nine (9) permanent advisory boards (11 including regional boards) and can at times have ad hoc bodies, such as the Workgroup on Homelessness. Many of the City's permanent advisory Boards are codified in [Lacey Municipal Code Chapter 2, Administration and Personnel](#). The [City Council Policies-Procedures Manual](#), Section 2.14, provides an overview of all of the City's permanent advisory boards as well. This information can also be accessed in the [Boards and Commissions Handbook](#).

Depending on the work plan and purview, advisory boards can meet anywhere between 1 and 25+ times per year, see **Table A**. For more information on advisory boards meeting durations and frequencies, please see the staff report presented to the Lacey City Council at the Worksession on [July 27, 2023](#).

TABLE A				
City of Lacey - Advisory boards including regional board				
Advisory Board	Members^^	General Meeting Frequency	Total meetings anticipated per year	Total meetings 2022 (includes joint meetings)
Parks, Culture and Recreation Board (formerly Board of Park Commissioners)	7	1x monthly	12	13
Capital Area Regional Public Facilities District Board*	1	As needed	1	1
Civil Service Commission	3	4x annually	4	4
Commission on Equity	7	1x monthly	12	16
Historical Commission	7	1x monthly	12	11
Law Enforcement Officers & Fire Fighters (LEOFF 1) Disability Board^	1	As needed	4-6	6
Library Board	5	4-6x annually	6	6
Planning Commission	9	2x monthly	24	18
Youth Council	15	2x monthly	18	20
Lodging Tax Committee (LTAC)	4	4x annually	4-6	7
JASCOM**	3	1x monthly	12	10
* Regional advisory board with one representative from Lacey, in addition to general representatives. ^ Consists of five members, two members are Councilmembers, two members are active or retired City law enforcement, one member is general public. ^^ Does not include Youth Council members (except for Youth Council). ** Regional advisory board. *** There are currently no active temporary or ad hoc advisory boards established by the Lacey City Council.				

Stipend Program Overview. To try to reduce barriers to participation in government and increase representation on advisory boards, government agencies are introducing stipend programs for advisory body members. The purpose of stipends are to offset costs incurred by participating on the City's advisory bodies, including:

- Financial impact of attending meetings;
- Expenses for childcare coverage during the meetings;
- Expenses for transportation to meetings;
- Expenses for internet access to meetings; and
- Other direct financial impacts.

Advisory board stipend programs are not compensation or payment for services but are a nominal fee to cover incurred expenses incidental to the volunteer activity performed by advisory board members. Advisory board members remain volunteers and are not employees of the government entity.

In addition, by getting more individuals serving on government advisory bodies, stipend programs may also benefit government entities by reducing potential burnout of community leaders currently serving on boards.

As part of the evaluation of advisory board stipend programs, the City reviewed the following elements:

- 1. Stipend Amounts.** Stipend awards vary by government entity, e.g., some jurisdictions provide all members the same stipend, others jurisdictions provide stipends only to members experiencing financial hardships, and other jurisdictions provide tiers of stipends based on financial circumstances. For example, the following provides a few select examples of existing advisory board stipend programs:
 - City of Bend: Provides stipends of \$40 for every advisory body member with attendance requirements, up to \$500.00 annually.
 - City of Durham: Provides stipends for members of advisory bodies at a flat rate of \$50 per meeting with attendance requirements.
 - City of Olympia:* Provides stipends of \$25 per meeting attended with the option to waive. Participants who self-certify as low-income receive \$50 per meeting attended.
- 2. Liability and the Volunteer Protection Act.** The Volunteer Protection Act (VPA), a federal law adopted in 1997, protects volunteers from personal liability if, among other requirements, volunteers do not receive anything of value in lieu of compensation in excess of \$500.00 on an annual basis. Offering more than this threshold means volunteers will not benefit from these protections. As seen above, some entities place a cap on stipend awards at \$500.00 per year while others have no cap.
- 3. Application.** Jurisdictions vary on the application of stipends for advisory boards, e.g., some jurisdictions provide stipends to all advisory boards, while other do not include certain advisory boards, like temporary or ad hoc advisory boards.
- 4. Tax Requirements.** Advisory board Stipend programs must comply with all federal tax requirements. For payment, many existing programs consider advisory board members as vendors (required W-9 form).

Feedback from City Advisory Boards. The staff report presented to the Lacey City Council at the Worksession on [July 27, 2023](#) includes detailed feedback from multiple City Advisory boards on this potential program.

Draft Advisory Board Stipend Program. Based on the feedback from advisory boards and the Lacey City Council, City staff created a draft Advisory Board Stipend Program policy for consideration, see **Attachment 1**. In brief, the program includes the following elements (elements updated from the last Lacey City Council review are **highlighted**):

- Participants would need to *opt-in* to the program on an annual basis.
- **UPDATE:** \$50.00 stipend per meeting attended for most advisory board members; \$50.00 stipend per meeting attended for Lacey Youth Council (LYC) members, including meetings where LYC serves as Youth Representatives to the Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board.
- **UPDATE:** Stipends would be distributed at minimum four times per year.
- Stipends would follow all relevant tax requirements.
- Stipend program does not apply to regional advisory board members, Councilmembers, and City employees.
- Annual reporting to the Lacey City Council on the impacts of the program.
- Implementation led by the City Manager's Office with the Finance Department and City Clerk's Office.

Municipal Code updates. Updates to the Lacey Municipal Code were determined to be unnecessary given that this program is not "compensation or payment."

Next Steps. Upon review, the Lacey City Council could consider one of the following options:

Option 1: Approve Resolution 1138 adopting the Advisory Board Stipend Program in the City Council Policies and Procedures Manual.

Pending 2024 Budget funding, implement the program starting January 2024.

Option 2: Take no action; Do not create an advisory board stipend program.

Option 3: Provide direction to City staff on other elements to consider in regards to a draft advisory board stipend program. After further diligence on these elements, City Staff would then return to the Lacey City Council to review additional materials for consideration.

Option 4: Some other option not contemplated in the above options.

RESOLUTION NO. 1138

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY RELATED TO THE LACEY CITY COUNCIL POLICIES AND PROCEDURES MANUAL.

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

WHEREAS, Advisory Board Stipend Programs endeavor to remove barriers to civic participation by offsetting incurred expenses for participating on City advisory boards, e.g., travel costs, parking costs, internet costs, childcare costs, etc.; and

WHEREAS, an Advisory Board Stipend Program meets the Lacey Work Plan: 2022 to 2024 goal of “Enhance communication & engagement efforts;” and

WHEREAS, an Advisory Board Stipend Program meets the Lacey Communications Plan: 2022 to 2027 goal of “Create relationships and continue to build capacity with historically underrepresented communities to ensure barriers to participation are eliminated allowing individuals to participate in decisions that impact the community, as desired;” and

WHEREAS, the Commission on Equity, an advisory board to the Lacey City Council, started the review of an Advisory Board Stipend program in early 2023; and

WHEREAS, the Planning Commission, Historical Board, Parks, Culture, and Recreation Board, and Lacey Youth Council, all advisory boards to the Lacey City Council, also reviewed the Advisory Board Stipend Program throughout the winter of 2023; and

WHEREAS, on April 24, 2023, the Commission on Equity recommended the adoption of an Advisory Board Stipend Program to the Lacey City Council; and

WHEREAS, on June 5, 2023, the Community Relations Committee reviewed the Advisory Board Stipend Program; and

WHEREAS, on July 27, 2023, the Lacey City Council reviewed the Stipend Advisory Board Program.

WHEREAS, staff proposed to incorporate the Advisory Board Stipend Program policy in a new section of the Lacey City Council Policies and Procedures Manual, Section 2.17, Advisory Board Stipend Program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, that the Lacey City Council Policies and Procedures Manual shall be updated to include a new Section 2.17, “Advisory Board Stipend Program,” as set forth in **Exhibit A**.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 5th day of October, 2023.

LACEY CITY COUNCIL

By _____

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

Exhibit A

2.17 Advisory Board Stipend Program

This program is to offset incurred expenses for participating on City advisory boards, e.g., expenses incurred for travel, parking, internet, childcare, etc. These necessary expenses may present barriers to participation for community members.

This program is not compensation or payment for services but is a nominal fee to cover expenses that are necessarily incurred incidental to the volunteer activity performed by advisory board members.

Advisory board members remain volunteers and are not employees of the City.

Definitions

“Meetings” mean all regularly or special scheduled advisory board public meetings and joint public meetings between the advisory board and the City Council. “Meetings” do not include informal discussion or planning sessions with City staff. “Meetings” do not include engagement activities.

“Opt-in” means the voluntary enrollment of an advisory board member in the Advisory Board Stipend Program. To opt-in, advisory boards members would have to complete all necessary forms as determined by the City Manager. Advisory board members will have the ability to opt-in within 60 days of appointment or annually from January 1 to February 28.

Budget Appropriation

This program is dependent on receiving funding through the budget process. If unfunded, Section 2.17 is not in effect.

Program Scope

This program applies to the following advisory boards:

- A. Board of Park Commissioners
- B. Civil Service Commission
- C. Commission on Equity
- D. Historical Commission
- E. Law Enforcement Officers & Fire Fighters (Disability Board)
- F. Library Board
- G. Planning Commission
- H. Youth Council
- I. Lodging Tax Committee
- J. Ad hoc advisory boards or task forces created by the Lacey City Council

This program does not apply to City Councilmembers or current City employees serving on any of the above listed advisory boards.

Stipends Amounts

Advisory board members must opt-in to the program to receive the following stipends:

- A. \$50 per meeting attended per person, whether virtually or in-person.
- B. Lacey Youth Council members serving as Youth Representatives to the Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board will receive \$50.00 per Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board attended, whether virtually or in-person.
- C. No advisory board member may receive more than \$500.00 annually (from January to December) as part of this program.

The City shall provide stipends to advisory board members at an interval determined by the City Manager's Office, but distributed no fewer than four (4) times annually. All stipends will comply with applicable federal tax requirements.

Benchmarks

The City shall determine reporting metrics for this program and provide an annual review of the program to the Lacey City Council. Due to advisory board term lengths and various term limits, impacts of the program may not be discernable immediately.

Implementation

The City Manager's Office will work with the City Clerk's Office, advisory board staff liaisons, and the Finance Department to establish a reporting process for the program, including the development of an attendance verification system to document meeting attendance.



City of Lacey, Washington

Finance & Economic Development Committee Minutes

Tuesday, September 26, 2023

8:30 AM

Council Chambers and Online

1. Call to Order

Mayor Ryder called the meeting to order at 8:30 a.m.

2. Roll Call

Council Present

Mayor Ryder (Chair)

Deputy Mayor Miller

Council Excused

Councilmember Greenstein

Staff Present

Rick Walk, City Manager

Scott Egger, Public Works Director

Troy Woo, Finance Director

Elissa Fontaine, City Clerk

3. Approval of the Agenda

Deputy Mayor Miller moved to approve the agenda. Mayor Ryder seconded. Motion carried.

4. Agenda Items

A. Revenue Estimates and Preliminary Expenditures Discussion

Troy Woo, Finance Director

The 2024 Budget Revenue and Expenditure preliminary estimates were presented in detail. Staff are still in the process of balancing the budget and final decisions are still being made. A complete budget workshop with the full Council is scheduled for the October 5, 2023, Council meeting.

B. City Utility Tax - Water

Troy Woo, Finance Director

Staff presented a recommendation to rescind the 6.04% tax on water utilities and provided a history of the tax and related legislative updates.

The proposal included the following parameters:

- Increase water rates to include fire hydrants and other fire suppression services authorized by RCW 70A.145.030.
- Rescind the 6.04% utility tax on water utilities/purveyors and update LMC 3.01.040.

The recommendation results in a net zero impact on both the General Fund and Water Utilities.

5. Adjourn

Mayor Ryder adjourned the meeting at 9:29 a.m.

