



City of Lacey, Washington Parks, Culture and Recreation Board Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, March 6, 2024

5:30 PM

Council Chambers and Online

Roll Call

Call to Order

1. Land Acknowledgment:

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

2. Approval of Agenda and Minutes:

- A. Approval of the Amended Agenda*
- B. Approval of January 3, 2024 Minutes*

3. Announcements

4. Public Comment:

Please refer to the bottom of the agenda for instructions on how to provide public comment

5. Business Items:

- A. **Lacey Midtown District Improvements and Huntamer Park**
Sarah Schelling, Community and Economic Development Senior Planner

- B. **Senior Services for South Sound Agreement***
Sue Falash, Parks, Culture and Recreation Recreation Manager
Brian Windrope, Senior Services for South Sound Executive Director
- C. **Parks Board Message***
Jenny Wilson, Parks, Culture and Recreation Senior Parks Planner
- D. **2023 Annual Report***
Sue Falash, Parks, Culture and Recreation Recreation Manager
- E. **New Staff Introduction: Scott Carter**
Sue Falash, Parks, Culture and Recreation Recreation Manager
- F. **New Staff Introduction: Carter Gibson**
Jen Burbidge, Parks, Culture and Recreation Director
- G. **Alcohol Policy Update***
Jen Burbidge, Parks, Culture and Recreation Director
- H. **Financial Assistance Program Policy* (Added Agenda Item)**
Sue Falash, Parks, Culture and Recreation Manager

6. Reports:

- A. Commissioners
- B. Chair
- C. Recreation Manager
- D. Parks Maintenance Supervisor
- E. Senior Parks Planner
- F. Director

7. Adjourn

*Vote Requested

Next Meeting:

May 1, 2024, 5:30 p.m., Council Chambers and Online

Upcoming Events:

History Talks - 150 Years of Jewish History in the South Sound, March 14, 2024, 6:30 p.m., Council Chambers or Online

History Talks - The Fight for Gay and Lesbian Adoption Rights: A Milestone on the Road to LGBTQ+ Equality, April 10, 2024, 6:30 p.m., Council Chambers or Online

Lacey Family Fish-In, April 20, 2024, 8:00 a.m., Longs Pond at Woodland Creek Community Park

History Talks - Prince Hall Freemasons and Washington State, May 8, 2024, 6:30 p.m., Council Chambers or Online

Lacey Spring Fun Fair, May 18 and May 19, 10:00 a.m. and 11:00 a.m., Saint Martin's University



Attend Remote or In Person

There are several ways to attend the Parks, Culture, and Recreation Board meeting:

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

Zoom: <https://us02web.zoom.us/j/85132193394>

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

YouTube: <https://www.youtube.com/watch?v=DYDY-SBBNUU>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 851 3219 3394)

Verbal Public Comment

The opportunity for verbal public comment is available in-person or by Zoom:

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

Zoom: <https://us02web.zoom.us/j/85132193394>
During the public comment portion of the meeting, use the Raise Hand function to be given the opportunity to speak. Public comments are limited to three minutes.

Written Public Comment

Please submit written public comment at <https://laceyparks.org/about/board> by noon the day of the meeting. Written public comments received by the deadline will be sent to Commissioners prior to the meeting, but will not be read at the meeting. Emailed correspondence that is received throughout the month will be summarized in the next available Parks, Culture, and Recreation Board packet under Public Comment.





City of Lacey, Washington
Parks, Culture, and Recreation Board Meeting Minutes
Wednesday, January 3, 2024 - Council Chambers and Online

Roll Call

Commissioners Present: Nate Clay, Laurie Davies, Kamber Good, Hilary Dykstra (arrived at 5:35pm), Bill Fosbre, Gary Larson, Wendy Goodwin, and Aram Wheeler.

Staff Present: Kelly Adams, Special Project Administrator; Jen Burbidge, Director; Sue Falash, Recreation Manager; Sean Finney, Recreation Supervisor; Elissa Fontaine, City Clerk; Shannon Kelley-Fong, Assistant City Manager; Erin Quinn Valcho, Museum Curator; Byron Schorzman; and Jenny Wilson, Senior Parks Planner.

Public Present: Anis Ahmed, Jessie Ahmed, Emi Means, and Jackie Means

Call to Order

Chair Goodwin called the meeting to order at 5:30 p.m.

1. Land Acknowledgement:

Chair Goodwin read the land acknowledgment.

2. Approval of Agenda and Minutes:

A. Approval of Agenda

Commissioner Wheeler made a motion to approve the agenda as written. Commissioner Fosbre seconded. Motion carried.

B. Approval of December 6, 2023 Minutes

Commissioner Wheeler made a motion to approve the December 6, 2023 minutes as written. Commissioner Fosbre seconded. Motion carried.

3. Announcements

Wilson introduced new commissioner Laurie Davies.

There is no meeting in February.

Director Burbidge announced:

- Former Mayor and City of Lacey Councilmember William Bush passed away December 21, 2023. In 2005, the City recognized him for his lifelong advocacy for parks and recreation by naming the park along Yelm Highway William A. Bush Park.
- The Ken Balsley Memorial Bench Dedication is January 18, 2024 at 2:00 p.m. at Civic Plaza.

4. Public Comment:

The Commission received no verbal or written comments. Items of correspondence were included in the packet.

5. Business Items:

A. **Wonderwood Park Little Library Update**

Girl Scout Troop 45298

Girl Scout Troop 45298 members Jessie Ahmed and Emi Means presented a final report on the Wonderwood Park Little Library. The project has been very successful with books being replenished by the community and no vandalism. They have made arrangements to ensure ongoing maintenance.

B. **New Staff Introduction: Byron Schorzman**

Sean Finney, Recreation Supervisor

Sean Finney introduced new Recreation Coordinator Byron Schorzman and his role in the department.

Finney shared a year-end report of the Regional Athletic Complex's tournament revenue of over \$150,000 for a regional economic impact of \$15 million.

C. **Volunteer Program Handbook**

Jenny Wilson, Senior Parks Planner

Wilson presented the Volunteer Program Handbook.

Commissioner Goodwin asked for more details about the application process so



she could share it with potential interested parties.

Commissioner Wheeler asked if the Commissioner volunteers hours were tracked and reported.

D. Woodland Creek Park Disc Golf Agreement

Justin Beard, Recreation Supervisor

Falash presented the contract with the South Puget Sound Disc Golf Association Agreement. In reciprocation for building and maintaining the course, they hold three tournaments annually. There are no changes to the contract from the previous year.

Commissioner Wheeler made a motion to approve the South Puget Sound Disc Golf Association Agreement. Commissioner Larson seconded. Motion carried.

E. City Email Addresses and Advisory Board Stipend Program

Kelly Adams, Special Project Administrator; Elissa Fontaine, City Clerk; and Shannon Kelley-Fong, Assistant City Manager

Staff presented the new advisory board member updates including; City-issued email addresses, CivicClerk board portal, stipend program, demographic survey, and the support available to commissioners.

Chair Goodwin asked who would receive the demographic survey. The anonymous survey is for current board members so the City knows who is represented on advisory boards. This data will help to inform future recruitment and engagement efforts.

F. Upcoming Joint Work Session Preparation

Jen Burbidge, Director

Director Burbidge shared information about the new format for the joint worksession with Council. Senior Parks Planner Wilson and Chair Goodwin will give a short presentation of the board's 2023 accomplishments and 2024 work plan.

6. Reports:

A. Commissioners



Commissioner Good shared a proposed volunteer project with the Travis Manion Foundation, a military support foundation. Wilson will follow up with potential projects.

B. Chair

Chair Goodwin thanked Parks Maintenance, Commissioner Clay, Senior Parks Planner Wilson, and other volunteers for planting trees at Lake Lois Habitat Reserve.

C. Recreation Manager

Manager Falash reported:

- Scott Carter, Aquatics and Volunteer Supervisor starts on Monday, January 8, 2023
- Parking lot at the RAC is underway
- New concessionaires at the RAC start this weekend
- New beverage contract with Pepsi contract starts next week
- Community Center is closed for annual maintenance

D. Parks Maintenance Supervisor

Wilson shared:

- Planted 370 seedlings in Parks (Long Lake, Cuoio, Wonderwood and Wanschers) and assisted a volunteer group in planting 150 seedlings at Lake Lois Habitat Reserve
- Installed Ken Balsley's memorial bench at Civic Plaza
- Conducted 4th Quarter play toy inspections
- Removed tree stakes from 140 street trees planted last year
- Replaced worn batter's boxes on synthetic fields at the RAC

E. Senior Parks Planner

Wilson shared:

- The Woodland Creek Bridge Replacement Bridge Project is moving forward. The schedule is currently set to be out to bid in June. The construction timeline will partially be determined by the State Environment Protection Act permit.

F. Director



Director Burbidge shared:

- 2024 Budget was approved at the December 21, 2023 City Council meeting
- The Executive Assistant, Carter Gibson, will start January 22, 2024.
- City Council meeting night change was approved at the December 7, 2023 City Council meeting. All City Council meeting will be Tuesdays and Council Committees will not continue.
- Greg Cuoio Park Phase 1A, 90% design will be done by mid-January and working toward 100% design by mid-March.

7. Adjourn

The meeting was adjourned at 6:53 p.m.

Next Meeting:

January 23, 2024, 6:00 p.m., Joint Parks Board and City Council Work Session,
Council Chambers or Online

Upcoming Events:

History Talks - Inside the Lacey City Council of the 1970s, January 10, 2024,
6:30 p.m., Council Chambers or Online

Lacey Loves To Read 2024 Author: Donna Barba Higuera, February 15, 2024,
6:00 p.m., James Koval Center for the Performing Arts

History Talks - Find Your Family History in the Washington State Archives,
February 15, 2024, 6:30 p.m., Council Chambers or Online

Lacey Cultural Celebration, March 9, 2024, 10:00 a.m., Saint Martin's University



Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
12/28/2023	Alan R.	Alan's Initial Inquiry: Just my yearly inquiry as to potential development of the above referenced parcel. I reviewed your strategic plan and saw reference to it but nothing specific as to planning or construction timeline. I also saw no reference to this park in the recent 2024 budget highlights in "Lacey Life". Our neighbors routinely ask me for status updates so I would appreciate your response. After Director Burbidge's Reply: Thanks for your reply..... this is really unfortunate my grandkids and a lot of our neighborhood children will have outgrown the desire to use this facility. I'm at the point now that I will support simply leaving this 5 acres undeveloped because the value of a developed park is no longer of value. I know my objections will mean nothing but simply wanted you to understand my thoughts and I am certain the desires of several of my neighbors. Best wishes in 2024.....	From Director Burbidge: Hi Alan, This project has gotten pushed further out than I had originally anticipated. Here is the link to the recently updated Lacey Parks, Culture & Recreation Comprehensive Plan: laceyparks.org/comp-plan. Go to pages 144-150 for the Parks Capital Improvement Program (PCIP). Meridian Campus North is now slated for master planning in 2027 and construction in 2028. Thanks for checking in.
1/28/2024	Anthony D.	Anthony's Initial Inquiry: Hello - there are tents in the woods along the eastern edge of the Woodland Creek Park, and a camper with expired plates (2020) blocking a sidewalk along the western parking lot. Transients have taken over at least one picnic shelter and are gathering wood from the trees to burn there. After Supervisor's Reply: Thanks for the response. I'm not insensitive to the hardships these folks might be going through but also am not indifferent to the difficulties they cause for others. No easy answer there.	From Maintenance Supervisor Jamie Oakland: Thank you for passing along the information about Woodland Creek Community Park. We notified the police earlier this week about the campers at the park. Yesterday the police were able to make contact with them and made them remove their camp and leave the park. To my knowledge they have moved on. As for the individuals burning wood in the BBQs at the shelters, we are aware. We have discussed the issue with LPD and there is really nothing we can do to stop them from scavenging downed wood from the park to burn in the BBQs to stay warm. Lastly, thank you for notifying us about the RV blocking the sidewalk. I was not aware of this issue. I went out to the park this morning to verify, and as I pulled up, there was an elderly couple stumbling through the grass behind the RV trying to get around it. I made contact with the owner and asked him to move. He was cooperative. Again, thank you for letting us know about these issues. Please continue to pass along any concerns you have about our parks.
1/22/2024	Marlo	Phone call regarding off leash dogs and pet waste at Avonlea Park. She believes people from the Chamber Reserve Townhomes walk their dogs and let them run off leash. She claimed the townhome website advertised it as being near a dog park.	From Maintenance Supervisor Jamie Oakland: Thanked her for her concern and communicated the recent efforts to quantify the problem and our intention to add education signage as the first step toward mitigating the problem. Asked if she could get us a daily routine or time or day/pet description, we would be happy to try to make contact to obtain voluntary compliance. Follow up research: There was no information on the website advertising a local dog park.

2/2/2024	John D.	A couple came in upset about an incident they had at McAllister Park today. They were swarmed by 4 large off leash German Shepherds whose owner did not have voice control over them. They were not injured but very upset about the incident and angry about so many off leash dogs regularly at the park.	Jenny spoke with John at the counter and explained the first step toward the problem is updated signs/education.
2/5/2024	Dani N.	Email: There are multiple drug den homeless camps at Lois pond habit reserve in Lacey. I've been taking my family and dogs here for quite sometime and this is unacceptable. There is trash and drug paraphernalia and needles strung about, as well as the drug camps	Thanks for reaching out about Lake Lois Habitat Reserve. Wondering if you could clarify and mark on the map below where you found the homeless camps / paraphernalia. We can have maintenance staff do a clean-up if it is on our property. Just to note the area in red is not the city of Lacey property/part of the park. (map attached) Thank you, Jenny Wilson From Maintenance Supervisor Jamie Oakland: We located two abandoned camps on the Lake Lois Habitat property. We have notified LPD of each and plan to clean them up tomorrow. We monitor these areas every week, however things like this do tend to spring up quickly in between site inspections sometimes. Unfortunately this is one of those times where two campers moved in between site visits.
2/7/2024	Rick G.	Email: Here we go again. A neighbor is dumping his trash in the ditch near hole 6 (WCCP). He is a repeat offender, the last time we cleaned out the ditch, he put trash back in the ditch the next day. It almost came to blows and police were called. I don't want anyone to get hurt but conflict will occur, Please to do something about this situation.	Reply: Russell went out yesterday afternoon and made contact with the homeowner who told him he would clean it up. We will follow up today and tomorrow to make sure it gets done.
2/7/2024	Ashlie K.	Email: Good morning, As I know, it is your top priority to keep our city and parks a safe place for all residents. It is also my responsibility as a mother and resident of Lacey to do my part in our community as well. Did you know 1-13 children have life threatening food allergies? A food allergy reaction occurs when your immune system overreacts to a food or a substance in a food, identifying it as a danger. The most severe allergic reaction is anaphylaxis — a life-threatening whole-body allergic reaction that can impair your breathing, cause a dramatic drop in your blood pressure and affect your heart rate. Anaphylaxis can come on within minutes of exposure to the trigger food. It can be fatal and must be treated promptly with an injection of epinephrine (adrenaline). Unfortunately, my daughter, along with many other children with food allergies, can have life threatening reactions just from physical contact. It is very important to myself to educate our town and keep my daughter and other persons with food allergies safe. This is why I'm asking you to install signage to our local parks to help others be more aware of food allergies. As no child should be left out or put in a life threatening situation. "In both the ADA and Section 504, a person with a disability is someone who has a physical or mental impairment that seriously limits one or more major life activities, or who is regarded as having such impairments. Severe allergies are considered disabilities under the ADA." "Under the ADA, all "places of public accommodation" are required to make reasonable accommodations to allow equal access for people with disabilities. (See Title 42 U.S.C. 12181.)." "ADA Title III 42 USC Title III of the Americans with Disabilities Act and Website Compliance. Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in places of public accommodation (42 U.S.C. § 12182(a))." I would greatly appreciate it if you would do your part to help protect those with food allergies. I do understand that it is solely up to the community to act upon this proposal and I will do everything in my power to bring awareness to the area. Below are photos of a couple signs that have been put up in parks across the country. I previously had reached out to aryder@ci.lacey.wa.us without success. If you have any questions or need any more information, please let me know. Thank you, Ashlie	Reply: Hi Ashlie, this would fall under our park enhancements program. I am attaching the program policy and form. If you could complete the form and return that would be great. Thanks Jenny

AGREEMENT FOR SERVICES

THIS AGREEMENT is made by and between the City of Lacey, a code City of the State of Washington, hereinafter “City” and Senior Services for South Sound hereinafter “Service Provider,” jointly referred to as “Parties.”

IN CONSIDERATION of the terms and conditions contained herein, the Parties agree as follows:

1. **Work to Be Performed.** Service Provider shall provide all labor, services, and material to satisfactorily complete the Scope of Services, attached as Exhibit A.

A. **Administration.** The City Manager or designee shall administer and be the primary contact for Service Provider. Prior to commencement of work, Service Provider shall contact the City Manager or designee to review the Scope of Services, schedule, and date of completion. Upon notice from the City Manager or designee, Service Provider shall commence work, perform the requested tasks in the Scope of Services, stop work, and promptly cure any failure in performance under this Agreement.

B. **Representations.** City has relied upon the qualifications of Service Provider in entering into this Agreement. By execution of this Agreement, Service Provider represents it possesses the ability, skill, and resources necessary to perform the work and is familiar with all current laws, rules, and regulations which reasonably relate to the Scope of Services. No substitutions of agreed-upon personnel shall be made without the prior written consent of City.

Service Provider represents that the compensation as stated in paragraph 3 is adequate and sufficient for the timely provision of all professional services required to complete the Scope of Services under this Agreement.

Service Provider shall be responsible for the technical accuracy of its services and documents resulting therefrom, and City shall not be responsible for discovering deficiencies therein. Service Provider shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in City-furnished information.

C. **Standard of Care.** Service Provider shall exercise the degree of skill and diligence normally employed by professional Service Providers engaged in the same profession, and performing the same or similar services at the time such services are performed.

Modifications. City may modify this Agreement and order changes in the work whenever necessary or advisable. Service Provider shall accept modifications when ordered in writing by the City Manager or designee, so long as the additional work is within the scope of Service Provider’s area of practice. Compensation for such modifications or changes shall be as mutually agreed between the Parties. Service

Provider shall make such revisions in the work as are necessary to correct errors or omissions appearing therein when required to do so by City without additional compensation.

2. **Term of Contract.** This Agreement shall be in full force and effect upon execution and shall remain in effect until completion of all contractual requirements have been met as determined by City. Service Provider shall complete its work by December 31, 2028 unless the time for performance is extended in writing by the Parties.

Either Party may terminate this Agreement for material breach after providing the other Party with at least 10 days' prior notice and an opportunity to cure the breach. City may, in addition, terminate this Agreement for any reason by 10 days' written notice to Service Provider. In the event of termination without breach, City shall pay Service Provider for all work previously authorized and satisfactorily performed prior to the termination date.

3. **Compensation and Method of Payment.**

A. The City shall pay Service Provider for the performance of those services designated in Exhibit "A," an amount not to exceed \$0. If the description of services on Exhibit "A" designates additional services which may be requested by the City, said additional services will be paid for by the City at the rate set forth on Exhibit "A," which sum may exceed the "not to exceed" amount set forth above; however, said services will only be performed and compensated by the City after the City has directed such performance in writing.

4. **Notice.** Notices other than applications for payment shall be given in writing as follows:

TO THE CITY:

Name: Sue Falash
Phone: 360-438-2694
Address: 420 College Street SE
Lacey WA 98503

TO THE SERVICE PROVIDER:

Name: Brian Windrope
Phone: 360-586-6181 X104
Address: 222 Columbia Street NW
Olympia, WA 98501

5. **Applicable Laws and Standards.** The Parties, in the performance of this Agreement, agree to comply with all applicable federal, state, and local laws and regulations. Service Provider warrants that its designs, construction documents, and services shall conform to all federal, state, and local statutes and regulations.

6. **Title VI Assurances.**

A. The Service Provider shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the City, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Agreement.

- B. The Service Provider, with regard to the work performed during this Agreement, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Service Provider shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when this Agreement covers a program set forth in Appendix B of the Regulations.

7. **Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions.**

- A. By executing this Agreement, the Service Provider certifies to the best of its knowledge and belief that it and its principals:
 - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
 - 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Agreement.

8. **Relationship of the Parties.** It is understood and agreed that Service Provider shall be an independent contractor and not the agent or employee of City, that City is interested in only the results to be achieved, and that the right to control the particular manner, method, and means in which the services are performed is solely within the discretion of Service Provider. Any and all employees who provide services to City under this Agreement shall be deemed employees solely of Service Provider. The Service Provider shall be solely responsible for the conduct and actions of all its employees under this Agreement and any liability that may attach thereto.

9. **Records.** The City or State Auditor or any of their representatives shall have full access to and the right to examine during normal business hours all of Service Provider's records with

respect to all matters covered in this Agreement. Such representatives shall be permitted to audit, examine, make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, and record of matters covered by this Agreement for a period of three years from the date final payment is made hereunder.

10. **Insurance.** Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Service Provider, its agents, representatives, employees, or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If use of vehicles pursuant to the Agreement is only incidental, and Service Provider will not transport any persons not directly related or affiliated with Service Provider, then Service Provider is only required to have automobile liability insurance to meet at least minimum Washington state requirements.

2. Commercial general liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury, and advertising injury. City shall be named as an additional insured under Service Provider's commercial general liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Workers' compensation coverage as required by the industrial insurance laws of the State of Washington.

B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:

1. Automobile liability insurance with a minimum combined single limit for bodily injury and property damage of no less than \$1,000,000 per accident. If Service Provider will not use its vehicles in the performance of this Agreement, automobile liability insurance is only required to meet minimum Washington state requirements.

2. Commercial general liability insurance shall be written with limits no less than \$1,000,000 for each occurrence, and \$2,000,000 for general aggregate.

C. **Other Insurance Provisions.** The policies are to contain, or be endorsed to contain, the following provisions for automobile liability, professional liability, and commercial

general liability insurance:

1. Service Provider's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by City shall be in excess of Service Provider's insurance and shall not contribute with it.

2. Service Provider shall fax or send electronically in .pdf format a copy of insurer's cancellation notice within two business days of receipt by Service Provider.

3. If Service Provider maintains higher insurance limits than the minimums shown above, City shall be insured for the full available limits of commercial general and excess or umbrella liability maintained by Service Provider, irrespective of whether such limits maintained by Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Service Provider.

4. Failure on the part of Service Provider to maintain the insurance as required shall constitute a material breach of the Agreement, upon which the City may, after giving at least five business days' notice to Service Provider to correct the breach, immediately terminate the Agreement, or at its sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand, or at the sole discretion of the City, offset against funds due Service Provider from the City.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Evidence of Coverage. As evidence of the insurance coverages required by this Agreement, Service Provider shall furnish acceptable insurance certificates to the City Clerk at the time Service Provider returns the signed Agreement, which shall be Exhibit C. The certificate shall specify all of the parties who are additional insureds, and shall include applicable policy endorsements, and the deduction or retention level. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies shall be provided to City. Service Provider shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. **Indemnification and Hold Harmless**. Service Provider shall, at its sole expense, defend, indemnify, and hold harmless City and its officers, agents, and employees, from any and all claims, actions, suits, liability, loss, costs, attorney's fees, costs of litigation, expenses, injuries, and damages of any nature whatsoever relating to or arising out of the wrongful or negligent acts, errors, or omissions in the services provided by Service Provider, Service Provider's agents, subcontractors, subService Providers, and employees to the fullest extent permitted by law, subject only to the limitations provided below.

Service Provider's duty to defend, indemnify, and hold City harmless shall not apply to liability for damages arising out of such services caused by or resulting from the sole negligence of City or City's agents or employees pursuant to RCW 4.24.115.

Service Provider's duty to defend, indemnify, and hold City harmless against liability for damages arising out of such services caused by the concurrent negligence of (a) City or City's agents or employees, and (b) Service Provider, Service Provider's agents, subcontractors, subService Providers, and employees shall apply only to the extent of the negligence of Service Provider, Service Provider's agents, subcontractors, subService Providers, and employees.

Service Provider's duty to defend, indemnify, and hold City harmless shall include, as to all claims, demands, losses, and liability to which it applies, City's personnel-related costs, reasonable attorneys' fees, the reasonable value of any services rendered by the office of the City Attorney, outside Service Provider costs, court costs, fees for collection, and all other claim-related expenses.

Service Provider specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. These indemnification obligations shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefits acts. Provided, that Service Provider's waiver of immunity under this provision extends only to claims against Service Provider by City, and does not include, or extend to, any claims by Service Provider's employees directly against Service Provider.

Service Provider hereby certifies that this indemnification provision was mutually negotiated.

12. **Waiver.** No officer, employee, agent, or other individual acting on behalf of either Party has the power, right, or authority to waive any of the conditions or provisions of this Agreement. A waiver in one instance shall not be held to be a waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law shall be taken and construed as cumulative and in addition to every other remedy provided herein or by law. Failure of either Party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other Party of any provision hereof shall in no way be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

13. **Assignment and Delegation.** Neither Party shall assign, transfer, or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without prior written consent of the other Party.

14. **Subcontracts.** Except as otherwise provided herein, Service Provider shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of City.

15. **Confidentiality.** Service Provider may, from time-to-time, receive information which is

deemed by City to be confidential. Service Provider shall not disclose such information without the prior express written consent of City or upon order of a court of competent jurisdiction.

16. **Jurisdiction and Venue.** This Agreement is entered into in Thurston County, Washington. Disputes between City and Service Provider shall be resolved in the Superior Court of the State of Washington in Thurston County. Notwithstanding the foregoing, Service Provider agrees that it may, at City's request, be joined as a party in any arbitration proceeding between City and any third party that includes a claim or claims that arise out of, or that are related to Service Provider's services under this Agreement. Service Provider further agrees that the Arbitrator(s)' decision therein shall be final and binding on Service Provider and that judgment may be entered upon it in any court having jurisdiction thereof.

17. **Cost and Attorney's Fees.** The prevailing party in any litigation or arbitration arising out of this Agreement shall be entitled to its attorney's fees and costs of such litigation (including expert witness fees).

18. **Entire Agreement.** This written Agreement constitutes the entire and complete agreement between the Parties and supersedes any prior oral or written agreements. This Agreement may not be changed, modified, or altered except in writing signed by the Parties hereto.

19. **Anti-kickback.** No officer or employee of City, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in this Agreement, or have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from any person with an interest in this Agreement.

20. **Severability.** If any section, sentence, clause, or phrase of this Agreement should be held to be invalid for any reason by a court of competent jurisdiction, such invalidity shall not affect the validity of any other section, sentence, clause, or phrase of this Agreement.

The Parties have executed this Agreement this _____ day of _____, 20____.

CITY OF LACEY

SERVICE PROVIDER:

By: _____
Rick Walk
City Manager
City of Lacey

By: _____
Brian Windrope
Executive Director
Senior Services for South Sound

Approved as to form:

David Schneider
City Attorney

Exhibit A

Background

There is a critical shortage of affordable services for seniors and their families living and working within the North Thurston Public Schools District and Lacey area in general. Senior Services for South Sound exists for the purpose of providing senior-related services to seniors and their families. It would benefit the CITY to utilize Service Provider to continue their long-term partnership to accomplish the scope of services stated in this agreement.

Scope of Services

1. The CITY agrees to provide operating space and all utilities at the Virgil S. Clarkson Senior Center, located at 6757 Pacific Avenue SE in Lacey (hereinafter referred to as "PREMISIS"), without charge to Service Provider for the provision of senior client services in accordance with Exhibit A.
2. The CITY will perform all routine and emergency repairs to the PREMISIS and its systems, including HVAC, plumbing and electrical, and will be responsible for all routine maintenance of the PREMISIS and grounds, including exterior and interior painting, replacement of windows and roof, and floor refinishing.
3. Service Provider shall have the primary use of the facility, including office space(s), reception areas, food service areas, health room, and all designated indoor/outdoor Adult Day programming space.
4. The facility's multi-purpose room, classroom(s), fitness room, health room, indoor/outdoor Adult Day programming space, and restroom(s) may be used by organizations and agencies to provide services for seniors such as, but not limited to, the following: support group meetings, educational classes, senior care instruction, and health screenings with scheduling provided by Service Provider. The CITY reserves the right to approve such organizations and agencies.
5. The CITY reserves the right to coordinate the facility's available space for use/rentals.
6. The CITY and Service Provider staff will collaborate regarding facility use and oversight of applicable emergency shelters per Standard Operating Procedures that are developed.
7. Service Provider agrees to provide numerous activities, adult day/respite services, nutrition and health services as follows:
 - A. Activities, daytime adult day/respite operations serving seniors 55+, adult day staff supervision, client screening, senior meal operations, office staff operations, facility scheduling, and overall day-to-day operations in accordance with "Exhibit A" attached hereto and incorporated by reference.

- B. Service Provider shall provide all furniture, furnishings and equipment necessary to provide such activities, adult day/respite, nutrition and health services.
- C. Service Provider shall provide all materials, supplies and foodstuffs required to administer the Senior Center, activities, adult day/respite program and nutrition service.
- D. Any donation received by Service Provider for the provision of services at the Virgil S. Clarkson Senior Center shall be used fully to cover the costs associated with the provision of services in the Virgil S. Clarkson Senior Center. The CITY will not charge an overhead or administrative fee on donated funds.

8. REPORTS

A. Activities:

Service Provider agrees to furnish the CITY, annually, with such periodic reports and information as it may request pertaining to activities undertaken pursuant to this Agreement.

B. Incident, injuries and complaints:

Service Provider shall keep all incident and injury reports on file. The CITY reserves the right to request reports if needed.

9. EQUIPMENT & FURNISHINGS

In the event this Agreement is terminated by either party, Service Provider will remove all non-permanent equipment and furnishings bought or furnished by the Service Provider program within ninety (90) days of the period stated in the termination notice. Any equipment or furnishings not needed by Service Provider will be transferred to the City.

In the event this Agreement is terminated by either party, the City shall retain possession of the land and building and all permanently-installed equipment and furnishings, including permanently-installed furnishings provided or paid for by Service Provider.

In addition to the accomplishments highlighted in this annual report, we would like to note some other significant Parks Board and Parks, Culture and Recreation happenings from 2023.

Lacey Parks, Culture and Recreation Comprehensive Plan Update. A significant accomplishment was completing the 6-year update to the Lacey Parks, Culture and Recreation Comprehensive Plan. This is a guiding document for the future of the department and incorporates significant community input. The top takeaways from the public input were a pool, indoor recreation/playground, spray parks, and preservation of open spaces, additional trails, and natural areas.

Greg Cuoio Park. Significant work continued toward the 90% design of Greg Cuoio Park Phase 1A. Construction of the park is expected to begin in early 2025. Two significant grants were awarded for the project totaling almost 1 million dollars from the Washington State Recreation and Conservation Office and the Washington State Department of Commerce.

Community Partnerships. Many community partners value the mission of Lacey Parks, Culture and Recreation and have committed or donated toward park projects. Gateway Rotary committed \$110,000 toward the playground replacement at William A. Bush Park, Thurston County Pickleball Association committed \$25,000 toward the construction of new courts at Rainier Vista Park, and the PARC Foundation of Thurston County donated \$6,000 toward the Financial Assistance Program.

Sponsorship Policy Update. The Sponsorship and Naming Rights Policy was updated to incorporate a more formal review process with supplemental questions to ensure potential sponsors align with the department's mission, vision, and goals.

Parks, Culture and Recreation Enhancements Program. The community is enthusiastic to donate and add amenities to our parks. The Parks Board approved and launched the Enhancements Program to provide a streamlined and equitable way to consider additions and ensure contributions are well documented, celebrated, and shared with the Parks Board and City Council. In 2023, a free little library was built at Wonderwood Park, and two large stadium bleachers were donated.

Financial Assistance Policy Update. This policy, formerly called the scholarship policy, was updated to communicate the purpose better and make it more accessible for community members.

Park Rules Sign Update. The park rules signs were updated using icons and a more visually appealing design that is easy to read.

Sincerely,

Board of Park Commissioners

2023 ANNUAL REPORT



LACEY PARKS
CULTURE & RECREATION



Accomplishments from:

- Parks, Culture and Recreation
- Parks Maintenance

Pictured:
Lacey Spring Fun Fair

Lacey Parks

PARK INVENTORY AND FEATURES

1,269 Acres

518 DEVELOPED
751 UNDEVELOPED

35

PARK PROPERTIES
(9 NOT FULLY
DEVELOPED)

26

DEVELOPED
PARKS & TRAILS



TRAILS

4

Trails

7.2

Miles of Trails



SPORT FIELDS

12

Baseball/Softball Fields
(4 more needed)

18

Soccer/Football/Rugby Fields
(4 more needed)

9

Tennis Courts

13

Basketball Half Courts



PARKS

23

Youth/Child Playgrounds

17

Picnic Shelters

5

Pickleball Courts

1

Youth Fishing Dock

1

Disc Golf Course

1

Skate Park

Athletic Facilities

The long-standing joint use partnership with North Thurston Public Schools allows many sports organizations access to fields and facilities.

REGIONAL ATHLETIC COMPLEX



90,780+

Tournament and League Attendance

345

Days Used at the Regional Athletic Complex

11,389.50

Hours Rented / Booked By Users / Tournaments

\$513,223

RAC Recreation and Rental Revenue



COMMUNITY FIELD AND FACILITY USE

7,138

Hours Of Field Use Scheduled - School Fields

6,977

Hours of Field Use Scheduled - City Fields

1,938

Hours Of Pool Use Scheduled To User Groups

Recreation

The Parks, Culture and Recreation Department includes 17.5 full-time staff responsible for implementing the wide variety of community recreation offerings such as;

- Aquatic Programs
- Community Buildings & Park Rentals
- Daycamp & Teen Programs
- Lacey Museum
- Special Events
- Sports and Fitness Programs

284,425

HOURS OF RECREATION
GENERATED INCLUDING
EVENTS

74,361

PARTICIPATION IN
EVENTS/PROGRAMS



RECREATION PROGRAMS

61,810

Total Hours of
Recreation Generated

8,213

Total Enrollment

661

Programs / Classes Offered

\$628,927

Total Revenue



COMMUNITY EVENTS

222,615

Total Hours of
Recreation Generated

66,148

Total Attendance at Events

35

Total Events Offered

- 3rd of July Fireworks
- Breakfast with Santa
- Children's Day
- Children's Entertainment Series (6)
- Cultural Celebration
- Lacey in Tune Concerts (10)
- Lacey Loves to Read
- Lighted Parade and Tree Lighting
- Family Fish In
- Movies in the Park (4)
- Play in the Park Series (5)
- Lacey Spring Fun Fair
- Signing Santa

Recreation Sponsorships

- Special Events
- Regional Athletic Complex Banners



SPONSORSHIPS

\$66,700

Total Dollars Generated
Special Events

11,000

Total Dollars Generated
RAC Banners

48

Total Sponsors

- TwinStar Credit Union
- Nisqually Indian Tribe
- Interstate Batteries
- Capital Heating & Cooling
- Fastenal
- Capital Development Company
- Lacey Collision
- BECU
- Molina Healthcare
- Lemay
- Grand Canyon University
- Lacey Library
- Olympia Federal Savings
- Heritage Bank
- T-Mobile
- State Farm Ins - Kevin Hayward
- Del Taco
- Navy Federal Credit Union
- Umpqua Bank
- South Sound YMCA
- Am Fam Ins - Christopher Boston
- US Martial Arts
- Lacey Professional Firefighters
- Country Financial - Mike Oliver
- The Joint Chiropractic
- Intercity Transit
- PNW Marketing & Travel
- Girl Schouts of WW
- Little Gym
- Puget Sound Energy
- ULINE
- Black Hills FC
- Meconi's Subs
- O'Reilly Auto
- Kel-Chuck Glass
- Home Town Property
- Wembley Soccer Shop
- Mayan Mexican Restaurant
- Thurston Co Football League
- Seasons Teriyaki
- Chinqually Booters Soccer/TCU
- Reliable Electric
- TEC Equipment
- Farrelli's Pizza

In Kind

- 94.5 Roxy
- Mixx 96 FM
- KGY Radio
- The Olympian
- Oly arts
- Showcase Magazine
- Pints & Quarts



FINACIAL ASSISTANCE PROGRAM

\$10,616.5

Financial Assistance
Allocated

\$7,874

Financial Assistance
Used

57

Unique Households

60

Unique Participants

Museum & Community Buildings



LACEY MUSEUM

930
Visitors

323

Virtual Program Participation

439.25

Volunteer Hours Donated

\$70,830

Grants and Donations

COMMUNITY FACILITIES



316

Days Used At Lacey
Community Center

151

Days Used At Jacob Smith
House

578

Individual Bookings Of
Rental Facilities

651

Park Picnic Shelter
Reservations

2,264

Hours of Picnic
Shelter Use

\$337,497

Revenue for LCC, JSH
and Shelters



Parks & Maintenance

PARK MAINTENANCE AT A GLANCE

Every day the maintenance team is working throughout the City to ensure the parks and facilities are in the best condition possible for the enjoyment of our community.



78

Parks, Trails, and Undeveloped Properties Maintained

615

Trees Planted in Parks and Streets

83

Removal of Hazardous Trees

610

Trees Pruned

1,113

Parks work orders generated

541

Yards of leaves removed from Parks and Right of ways

68

Graffiti removal from vandalism

18.27 tons

Rapid Response Team Debris removal

Parks & Maintenance

PARK MAINTENANCE STAFF

The Public Works Parks and Facilities Maintenance Division includes 16 full-time and 17 seasonal staff. This staff is responsible for maintaining the grounds of all City-owned parks and facilities.

MAINTENANCE ACTIVITY

Plants and Shrubs

Weed control, pruning, and landscape bed cleanup.

Building and Structure Maintenance

Blowing and pressure washing shelters, sidewalks, parking lots, basketball courts, tennis courts, pickleball courts, and skate park.

Irrigation Maintenance

Installs, repairs, and maintains the automatic turf irrigation systems.

Tree Maintenance

Pruning, tree inspections, tree planting, stump removals, leaf pickup, and watering.

Grounds and Trail Maintenance

Weed removal, invasive removal, and trail clearing.

Turf Maintenance

Mowing, edging, line trimming, aeration, and fertilizing

Vandalism and Graffiti Removal

Repair or mitigation of vandalism and removal of all graffiti

Pressure Washing

Routine cleaning of assets to prolong life and ensure sanitary conditions

Sports Field Maintenance

Mowing, fertilizing, aeration, topdressing and renovation of sport field turf. Dragging infields, lining fields, moving bases, fences, pitching mounds, goals, and equipment necessary for user groups. .

Equipment Maintenance

Routine preventative maintenance and repair of equipment necessary for work.

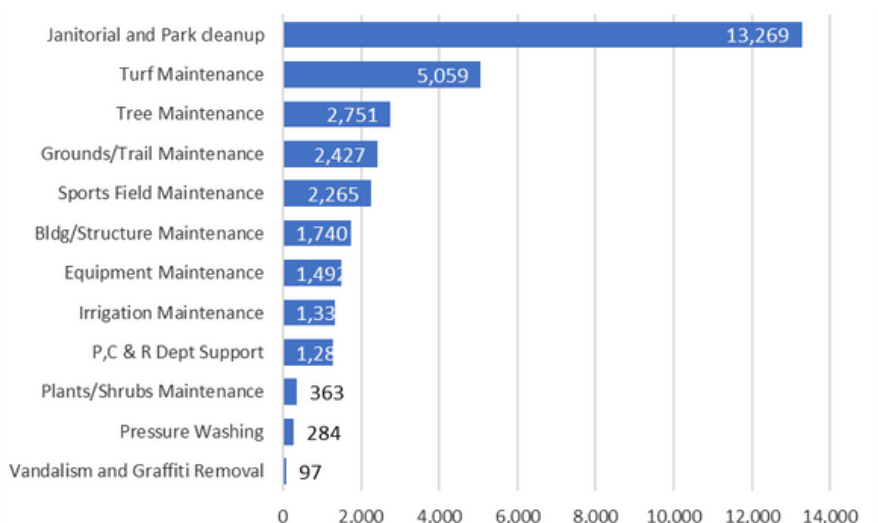
Janitorial and Parks Clean up

Cleaning restrooms, emptying garbage cans, safety checks, playground maintenance, and general park cleanup.

Parks, Culture & Recreation Support



TOTAL STAFF HOURS BY CATEGORY



2023 Highlights



PARKS MAINTENANCE

- Coordinated the installation of an 80' pole and platform for Osprey to nest at Wanschers Park..
- Reduced the compaction of Rainier Vista's volleyball courts by 120%.
- Repaired bulkhead supporting the bridge at Woodland Creek Park
- Generated 1,142 park related work orders
- Improved pickle ball court at Lakepointe by re-painting lines and installing a fence around the court.
- Removed graffiti from 93 events.
- Removed 510 yds of leaves from Parks
- Designed new park rules signs.
- Tree work:
 - Planted 553 Seedlings
 - Planted 62 2" C street trees
 - Removed 83 hazard trees
 - Pruned 610 City owned trees
- Rapid Response Clean-Up Team formed to assist with collection and clean up of homeless camps and nuisances on public property in Lacey. During 2023 the team responded to:
 - Removed 18/27 tons of debris.
 - Cleaned 36 camp sites
 - Cleaned 191 Roadside cleanups
 - Sanitized and returned 1015 shopping carts.
 - Removed graffiti from 33 acts of vandalism
 - Removed 52 hypodermic needles

CONSTRUCTION & DEVELOPMENT

- Converted RAC parking lot lights to LED.
- Re-surfaced three basketball courts at RAC
- Began construction on the parking lot project at Regional Athletic Complex
- Expanded holiday light display at Huntamer Park to include animated light display to music
- Master planning for the 400+ acre Greg Cuoio Park & Greenways located in northwest Lacey reached the 100% completion mark.
- Replaced fencing surrounding Rainier Vista skate park
- Thurston County Pickleball Association committed \$25,000 toward the construction of new courts at Rainier Vista Park

2023 Highlights



PROGRAM & PARK ENHANCEMENTS

- Hosted 2023 Cascade National Championships. 70+ teams from all over the country.
- Began the parking lot project at Regional Athletic Complex
- RAC won the bid to bring back 10U USA Fastpitch tournament, 3A State
- Over 3,000 individual bookings at RAC.
- 31 Little Lacey Youth Baseball teams. 278 players.
- 26 Youth Basketball teams. 252 players.
- Added Archery Tag, Cross Country and Pickleball Leagues.
- 623 Shelter Reservations

PLAYBOOK

Your guide to recreation, activities, and parks in Lacey



- We were awarded the following grants:
 - Awarded \$15,000 Diversity in Local History Grant to fund Oral History Project
 - Received \$50,000 from Lacey Historical Society for museum exhibits, and archives.
 - Received \$5,000 from the Lacey Historical Society for a historic marker for the Jacob Smith House.
 - \$12,500.00 Nisqually Charitable Funds
 - \$42,000 from Washington Office of Superintendent of Public Instruction through North Thurston Public Schools for Playground Pals program.
- Partnered with Senior Services for South Sound to open Cooling Shelters during the extreme heat.
- Added Sensory Recovery room to Cultural Celebration, Lacey Fun Fair & Childrens Day.



- 657 campers at two-day camps over the course of 8 weeks
- Expanded Sponsorships.
- Worked with Sports Commission to coordinate new way to find economic impact for tournaments held at the RAC. In 2023, direct impact was \$15,285,110 to the local economy.
- Expanded light display at Huntamer to include Xlights animated display
- PARC Foundation of Thurston County donated \$6,000 toward the Financial Assistance Program.
- The Museum held 9 History Talks! serving 505 people.
- Opened Journey Stories, a Smithsonian poster exhibit, visited by 414 museum visitors.
- Launched Stories of the South Sound oral history project in order to fill gaps in museum research and collections.

Partnerships & Budget

PARTNERSHIPS

Partners are essential to the City of Lacey and the Parks, Culture and Recreation Department to provide programs to the community in the most cost-efficient way possible for the City of Lacey community.



VOLUNTEER INVOLVEMENT



\$67,097

Value of Volunteer Time

2,711

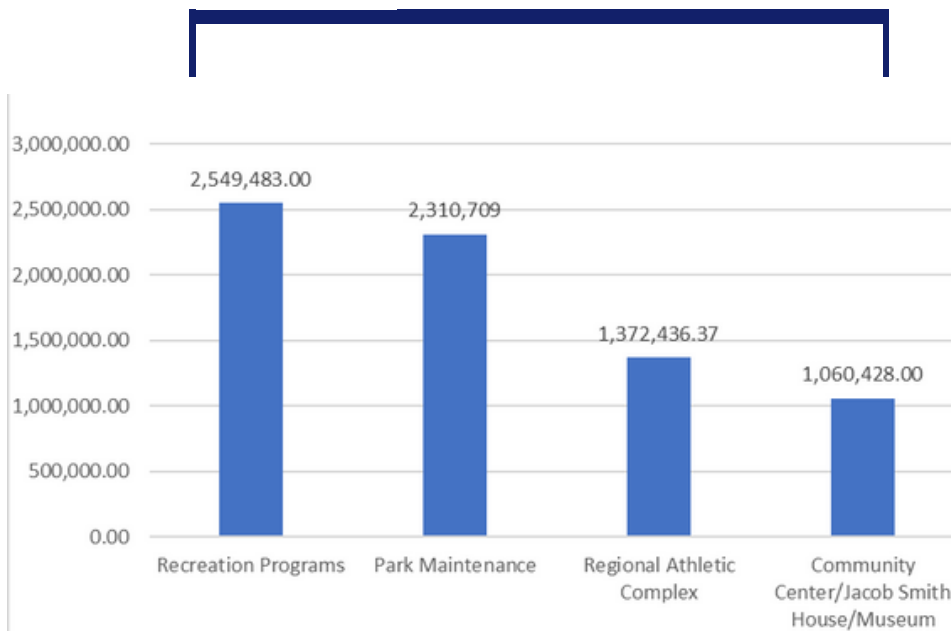
Hours at Events / Programs

652

Hours in Parks

COST OF PARKS, CULTURE & RECREATION

TOTAL EXPENSES
\$7,293,057



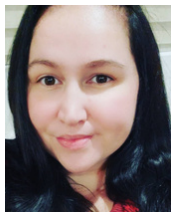
Revenues are generated by program and rental fees, but Parks, Culture & Recreation is funded primarily by the City's general fund.

PARKS, CULTURE & RECREATION BOARD COMMISSIONERS' MESSAGE

PARKS BOARD COMMISSIONERS



WENDY
GOODWIN
CHAIR



KAMBER
GOOD
VICE CHAIR



ARAM
WHEELER



GARY
LARSON



CHRIS
PORRAZZO



HILARY
DYKSTRA



BILL
FOSBRE

In addition to the accomplishments that have been highlighted in this annual report, we would like to note some of the other Park Board and Parks, Culture and Recreation happenings from 2023.

Greg Cuoio Park & Greenways

Significant work continued toward the 90% design of Greg Cuoio Park Phase 1A. Construction of the park is expected to begin in early 2025. Two significant grants were awarded for the project totaling almost 1 million dollars from the Washington State Recreation and Conservation Office and the Washington State Department of Commerce.



SARAH TOWNE
YOUTH REP.



NATE CLAY
YOUTH REP.

Lacey Parks, Culture and Recreation Comprehensive Plan Update

A significant accomplishment was completing the 6-year update to the Lacey Parks, Culture and Recreation Comprehensive Plan. This is a guiding document for the future of the department and incorporates significant community input. The top takeaways from the public input were a pool, indoor recreation/playground, spray parks, and preservation of open spaces, additional trails, and natural areas.

Community Partnerships

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Lacey Parks, Culture and Recreation Enhancement Program

The community is enthusiastic to donate and add amenities to our parks. The Parks Board approved and launched the Enhancements Program to provide a streamlined and equitable way to consider additions and ensure contributions are well documented, celebrated, and shared with the Parks Board and City Council. In 2023, a free little library was built at Wonderwood Park, and two large stadium bleachers were donated.

Parks Rules Sign Update

The park rules signs were updated using icons and a more visually appealing design that is easy to read.

Parks, Culture & Recreation Volunteer Program

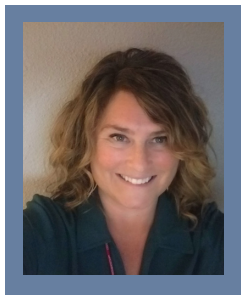
Approved a Parks Volunteer Program to include a policy and procedure manual and an onboarding handbook for volunteers

Sincerely,

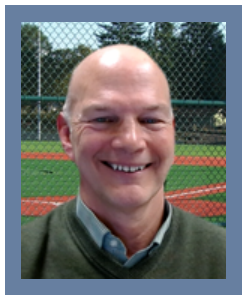
Board of Park Commissioners

PARKS AND PUBLIC WORKS DIRECTORS' MESSAGE

LEADERSHIP TEAM



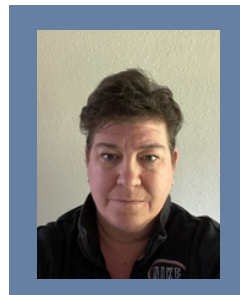
JENNIFER BURBIDGE
DIRECTOR
PARKS, CULTURE &
RECREATION



SCOTT EGGER
DIRECTOR
PUBLIC WORKS



SCOTT DEVLIN
OPERATIONS
MANAGER



SUE FALASH
RECREATION
MANAGER



JAMIE OAKLAND
PARKS MAINTENANCE
SUPERVISOR

Another great year in the books for Lacey Parks! 90% design for the new Greg Cuoio Park Phase 1A is nearly completed with just under \$1M in grant funding from the Washington State Recreation & Conservation Office WWRP – Local Parks, and the Washington State Department of Commerce. The new park is intended to open to the public by late summer of 2025.

The 2023-2029 Lacey Parks, Culture & Recreation Comprehensive Plan was approved by the Parks Board and City Council. For the plan's development, input was gathered from the public, city staff, the Parks Board, Historical Commission, Commission on Equity, Youth Council, the Planning Commission, and City Council. This is the guiding document for Lacey's parks system and includes the Parks Capital Improvement Plan giving a snapshot of needed parks projects.

In addition, several programs and policies were created and updated. The Enhancements Program and Policy was created to establish guidelines and an equitable review process for all donations, known as enhancements, proposed to improve or enhance the City of Lacey's Parks, Culture and Recreation Department, its programs, facilities, and/or parks. The Parks Volunteer Program was expanded with centralization efforts, a volunteer recognition event, and an updated handbook. The Sponsorship Policy was updated to include a review process that will ensure alignment with the department's mission, vision and goals. The Financial Assistance Policy (formerly called Scholarship Policy) was updated to better communicate its purpose and make it more accessible for community members.

Public Works Parks Maintenance Staff are continually maintaining Lacey Parks to keep them in pristine condition. We want to express our sincere appreciation to city staff for their care of the public's beautiful parks spaces and for going above and beyond with special projects! Staff conducted or managed several park improvements in 2023:

- Rainier Vista Park: Replaced the fencing around the skate park, removed a section of fence at the pickleball courts to allow easier access, installed donated bleachers, and installed sleeves and temporary fencing to baseball fields to better accommodate fastpitch tournaments
- Regional Athletic Complex: Converted parking lot lights to LED, re-surfaced three basketball courts, made several significant repairs to the large play structure, replaced worn patches on 5 synthetic fields, re-lamped 240 athletic field lights and installed donated bleachers
- Long Lake Park: Replaced approximately 75 failed buoys in the swim area
- Civic Plaza: Re-landscaped for the Gold Star Memorial installation and dedication
- Huntamer Park: Expanded the holiday light display to include an animated display sequenced to music
- Converted irrigation controllers & clocks in the parks to utilize upgraded versions with cellular communication
- Planted 553 seedlings in parks

The caliber of Lacey's parks system is among the best in the state. Lacey parks and programs are critical for the community. Free access to parks and open spaces improves overall physical and mental health and the well-being of residents by:

- Encouraging active lifestyles and reducing health costs
- Growing job opportunities and local economies
- Building infrastructure resiliency (stormwater/flood management)
- Increasing community engagement and reducing crime
- Helping clean the air thus improving public health
- Providing a tool for cities to achieve equity goals

Lacey's park system, its many programs, and services are made possible by a tremendous amount of teamwork between the Parks, Culture and Recreation Department, Public Works' Parks Maintenance, Facilities Maintenance, Water Resources, and Project Management. Further, the partnerships the City has with North Thurston Public Schools, Senior Services for South Sound, Saint Martin's University, Lacey South Sound Chamber, and many more enable the delivery of better, more efficient services. We're grateful for these partnerships that help us to achieve more for Lacey.

Sincerely,

Jen Burbidge and Scott Egger

**CITY OF LACEY
SPECIAL EVENT PERMIT FOR
ALCOHOLIC BEVERAGE AREA SALES AND CONSUMPTION IN
HUNTAMER PARK, WOODLAND CREEK COMMUNITY PARK ~~AND,~~
THE REGIONAL ATHLETIC COMPLEX AND DEPOT PARK
POLICIES AND PROCEDURES**

Approved 2015

Philosophy Statement

Huntamer Park, Woodland Creek Community Park ~~and,~~ the Regional Athletic Complex and Depot Park, hereinafter “Facilities” belong to the citizens of the City of Lacey and are available for citizen and non-resident use and enjoyment. A Non-profit Organization may sponsor a Special Event, such as a festival, at any of these Facilities provided the special event is open to the public. A special event permit application may be submitted for alcoholic beverage area sales and consumption provided that the sale and consumption of alcohol is not the main focus, but is complimentary to the food served and integral to the special event. Only one Facility per weekend may have an alcoholic beverage area at a special event. Annual special events are given preference to hold the event on the same weekend every year.

New applications for alcoholic beverage areas must be reviewed and approved by the Board of Park Commissioners at a regular monthly meeting.

Facilities will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group’s philosophies, policies or beliefs.

All use is to be in accordance with the following policy, as well as rules and policies for the site specific facility.

Interpretation of any Policy shall be made by the City Manager, or the City Manager’s designated representative.

Application Procedure

The City will accept Special Event Permit applications for Alcoholic Beverage Areas at the following three facilities:

- **Huntamer Park**
- **The Regional Athletic Complex**
- **Woodland Creek Community Park**
- **Depot Park**

The Applicant shall make application on the Special Event and Alcoholic Beverage Area Application form provided by the City of Lacey Parks and Recreation Department. Additional information may be required. Applications are available at the Parks and Recreation Department office in Lacey City Hall (420 College

Street SE / phone 360.491.0857), or online at www.ci.lacey.wa.us. The sponsoring organization of the special event must be a non-profit organization.

Application for a special event permit for alcoholic beverage area may be made a maximum of fifteen months and no less than ninety (90) days prior to the desired date, and must be made in person by written application. No phone reservations will be accepted.

Use of the Facility, approval of alcoholic beverage area and assessment of fees will be approved in writing by the City of Lacey, upon internal review by the following Departments if applicable to the site specific special event or facility: Community Development (Building Official/Fire Marshal), Public Works, Police, Parks and Recreation.

Alcoholic beverage area fee will be a per day charge as noted on the permit application.

A Special Event Permit for Alcoholic Beverage Area Sales and Consumption may be revoked for violation of policies and/or conditions. Permit shall not be assigned or sublet.

Definitions

Applicant

Person(s) or group(s) requesting use of the Facility shall be referred to in this Policy as “Applicant”.

Athletic Use

Physical activity that is governed by a set of rules or customs and often engaged in competitively.

Commercial Use

A gathering for sale or promotion of goods and services. Any other use shall be defined as “Social”.

Deposit

An amount paid in advance of an event to secure a rental, to insure proper cleanup, and to cover breakage, loss or damage. Permit will not be issued without payment of the deposit.

Equipment Fee

The fee charged to any applicant requiring use of city owned equipment. Fees are charged on a per item basis.

Normal Operating Hours: Parks, Trails, and Streets are generally open for special event use from dawn to dusk. Use of Facilities for special events are subject to normal operating hours, or as approved with issuance of a permit. City facilities are generally closed on the following city observed holidays.

City Holidays: New Years Day, Martin Luther King’s Birthday observed, Presidents’ Day, Memorial Day observed, **Juneteenth**, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Staff Fee

The fee charged for staffing the facility to accommodate a special event.

General Regulations

Reservations

- A. Use of the facility will be limited to persons or groups who are legally willing and financially capable of accepting responsibility for the special event, and the structure and contents of the facility.
- B. The City reserves the right to require forms, applications and documents as may be necessary to protect the Community's investment in the facility. Events shall be conducted in an orderly manner. The applicants shall be financially responsible for personal injuries or property damages arising from the special event or activities.
- C. A permit application is not confirmed until the applicant receives an approved copy of the permit application signed by an official representative of the City. The applicant shall not advertise its use of the Facility until such authorization is received. Permit application will not be approved without payment of the deposit and provision of insurance.
- D. Unless written approval has been granted, no group using a Facility will be allowed to use the City logo or imply in any way that the City is a sponsor/co-sponsor of the special event /activity.
- E. At the time application is made, applicant assumes responsibility for obtaining all required permits. Failure to obtain permits and insurance coverage forty-five (45) days in advance of the special event date(s) constitutes grounds for forfeiture of deposit. City may restrict the use of facility to include full cancellation without refund.
- F. The applicant organization shall ensure that the operation of the special event venue and Alcoholic Beverage Area complies with the requirements contained within the City Noise Ordinance.

Deposits

Applicants will be required to deposit \$500 per day for the duration of the event to insure proper cleanup and to cover breakage, loss or damage. The applicant shall be required to pay the full cost of breakage, damage or loss (over and above deposited funds) regardless of amount. If damage occurs and is less than the amount of deposit, the balance shall be refunded with a copy of the invoice for damages.

All deposits will be refunded if reservations are not cancelled, proper cleanup is completed and no breakage or damage to the grounds, facility, or equipment occurred. Proper cleanup shall be determined by Lacey Facility staff on duty.

Staff Fee

Applicants desiring to use the facility will be charged for necessary staffing on an hourly basis. The fee charged shall be the standard hourly rate for each staff member required.

The Facility Manager or the Manager's designee shall determine the number of staff members needed.

Fee Payment

The balance of all fees shall be paid at Lacey City Hall a minimum of 45 days prior to the use of the facilities.

Notice of Cancellation

- A. Cancellation by the Applicant: notice given less than 90 days prior to a scheduled use of the special event facility, will result in forfeiture of deposit collected by the City.
- B. Cancellation by the City: notice will be given as far in advance of the scheduled use as possible, and a full refund shall be made of funds collected by the City. In case of inclement weather, the City will only cancel at the discretion of the Facility Manager due to the facility being in an inoperable condition.
- D. The City shall not be responsible for any damages of whatever nature or kind, relative to the cancellation of the event.
- E. When applications are reviewed by the City, if security and insurance requirements are requested of the applicant, causing the applicant to wish to cancel the application, the Facility Manager shall be authorized to allow for complete refund of deposits.

Equipment

City owned equipment necessary for traffic control or event operation shall be charged on an hourly or daily basis.

Facilities

Facilities and equipment shall be left in the same condition as found prior to the activity. Users of the facilities shall observe and comply with all applicable City, County, State, and Federal laws, rules and regulations.

Food

Groups selling food shall meet all Health Code regulations. Food must be available during all times when alcohol is sold.

Cleanup

Facilities and equipment shall be left in the same condition as found prior to the activity, including restrooms. The cost of any additional cleaning or repairs that require Parks and Recreation Department Personnel will be added to the applicant's invoice and/or deducted from the deposit. All cleaning must be done immediately after the event.

Damage

- A. Users of a Lacey Facility are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged.
- B. Payment for damage shall be deducted from the damage deposit refund. If the cost of the damage is more than the deposit, the user will be assessed the additional amount.

Indemnification and Hold Harmless

The Applicant shall defend, indemnify and hold harmless the City of Lacey, its agents, employees, volunteers and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the applicant/organization, the applicant's/organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant/organization, its employees or

representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City of Lacey.

Liability

The City of Lacey will not accept liability for injury to users, loss of personal property, or damage to property of the group or an individual.

Insurance

- A. The City of Lacey does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. The City requires the applicant to provide evidence of insurance and name the “City of Lacey” at 420 College St SE, Lacey, WA 98503 as an **additional insured** on the policy. Surplus line policies must be issued and stamped in the State of Washington. Minimum Limits as applicable: \$2,000,000 per occurrence, \$3,000,000 general aggregate Commercial General Liability, Liquor Liability, \$1,000,000 Auto Liability. Coverage must be written on an occurrence form by an “A” rated company licensed to conduct business in the State of Washington. Coverage must include liquor liability – including alcohol sales and serving.
- B. The certificate of insurance must be provided to the City no less than forty-five (45) days prior to the scheduled event.
- C. All limits and coverage may be adjusted to meet exposure as determined by City of Lacey Attorney and/ or Risk Manager. The coverage shall contain a provision that the City shall receive in writing, at least thirty (30) days’ notice of cancellation of the insurance policy.
- D. Special Event Permit will **not** be issued until insurance has been approved.
- E. Personal Property: All personal property placed at the Property by the Applicant shall be at the risk of the Applicant and the City shall not be liable for any loss or damage to the Applicant’s personal property located thereon for any reason whatsoever. The Applicant agrees and understands that the City does not and shall not carry liability, theft or fire insurance on said property to cover the Applicant interest therein.

Marijuana

In accordance with the adopted park rules, anyone who consumes marijuana, usable marijuana, or a marijuana-infused product., or opens a package containing marijuana, usable marijuana, or a marijuana-infused product, shall be subject to a civil fine of up to \$100.00 and/or shall be subject to trespass from the facility for up to one year.

Security

The City of Lacey Police Department shall review the event plan and determine the number of (one or more) off-duty uniformed police officers and/or certified security personnel required. The cost of this service shall be borne by the applicant sponsoring the activity.

Smoking

No smoking or e-cigarettes of any kind are permitted inside the alcoholic beverage area, or within twenty-five (25) feet of building or alcoholic beverage area entrances. ‘No Smoking’ signs must be posted and visible at the entrance to and inside the alcoholic beverage area.

Supervision of Events

City of Lacey Parks and Recreation employee(s) may be assigned to be on site at all special events and/or activities, and check for compliance with conditions of permit approval. The City employee(s) shall be responsible for and have complete authority to require changes in activities or cessation of activities. Groups using the facility shall comply with the requirements or instructions provided.

Animals

Only service animals that have been individually trained to do work or perform tasks for the benefit of an individual with a disability (mental or physical) will be allowed inside any Lacey Facility during a special event or within any alcoholic beverage area.

ALCOHOLIC BEVERAGE AREA REGULATIONS

Alcoholic Beverage Area Regulations define expectation and address requests for alcohol use in association with special events being held in City Facilities during the two year trial period. City Ordinance bans the consumption of alcohol without prior approval which is defined as an approved Special Event Permit for Alcoholic Beverage Area Sales and Consumption.

- A. Use and/or sale of alcoholic beverages shall be by written permit only and must be requested at the time the special event application is made. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance and City policy.
- B. The sale and consumption of alcoholic beverages at the Alcoholic Beverage Area shall be limited to beer, wine and cider.
- C. No one under the age of 21 will be allowed into the Alcoholic Beverage Area; to neither serve nor consume alcohol; or be in possession of alcohol at the event. It is illegal for anyone under the age of 21 to consume alcoholic beverages in the State of Washington. As the host organization or applicant listed on the Special Event Permit Application, you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.
- D. The hours of operation of the Alcoholic Beverage Area shall not be longer than 10:00am to 10:00pm with alcohol service discontinued thirty (30) minutes prior to the end of the event.
- E. The organization must provide access to food service, non-alcoholic beverages, and public restrooms at the special event during the hours of operation of the Alcoholic Beverage Area.
- F. Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the City's property, or arising off the City property or as a result of alcohol being available on City property shall be the sole responsibility of the organization, its sponsor(s) and/or adult representative(s).
- G. All alcoholic beverages must be consumed from a single serving cup or glass, no larger than 16 ounces for beer and cider, and no larger than 12 ounces for wine. The server shall pour the alcoholic beverage into the cup or glass and the filled cup or glass is to be given only to the purchaser/patron. Over service of alcohol will not be tolerated.

- H. The applicant shall remove all beverages and beverage containers from the premises immediately following the approved function.
- I. Food and refreshments, including alcoholic beverages, shall only be permitted in certain designated areas as determined by the permit reviewer or City. Consumption of alcoholic beverages must remain within the designated Alcoholic Beverage Area.
- J. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the Washington State Liquor Control Board. Any organizations using the City premises shall be solely responsible for obtaining a Special Occasion Permit from the State of Washington Liquor Control Board and all required training, permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. The City shall have no responsibility in this regard.

Evidence of required permits, licenses, or insurance must be provided to the City of Lacey at least 45 days prior to the scheduled event.

- K. Each server must be trained in accordance with WSLCB requirements to prevent alcohol service to minors and visibly intoxicated persons, to recognize signs of intoxication, and to prevent violation of state alcohol laws and rules. At a minimum the operator or person in charge (PIC) during hours of operation of the Alcoholic Beverage Area must have a valid Washington State Liquor Control Board issued Mandatory Alcohol Server Training (MAST) permit obtained prior to the event. The PIC must be present in the alcoholic beverage area at all times. Applicant shall not over serve alcohol to patrons.
- L. Servers shall be identified conspicuously (badge, clothing, etc.) as servers.
- M. Servers shall not consume alcohol prior to or while dispensing alcohol.
- N. Groups serving alcohol are asked to arrange for designated drivers or provide alternatives for transportation needs.
- O. The alcoholic beverage area shall not be located near any children's activities. Location is subject to review and approval by the Lacey Police Department.
- P. Event organizers shall use promotional materials to notify the public that alcohol will be sold. The City of Lacey shall NOT be listed as a sponsor of an alcoholic beverage area.

In addition to the previous or following requirements, the City of Lacey reserves the right to place further restrictions on the way in which alcohol is managed at the proposed event.

ALCOHOLIC BEVERAGE AREA SECURITY

- A. Trained security personnel at the entrance(s) shall check identification of all patrons to ensure that minors do not enter the Alcoholic Beverage Area. The Lacey Police Department may require additional security measures for the duration of the event, including the presence of commissioned off-duty police officers and/or private security, or other security requirements. The event organizer

is responsible for providing and paying for all training and security measures required by the City and the WSLCB. All false identifications shall be confiscated and provided to law enforcement officers or the Washington State Liquor Control Board (WSLCB).

- B. All security personnel shall wear clothing that conspicuously identifies them as security personnel, such as clothing displaying the words “SECURITY,” “EVENT STAFF,” or other similar designation in large contrasting letters.
- C. Security personnel shall not fraternize with patrons except as necessary to maintain crowd control and perform security duties. Security personnel shall remain at the premises until at least one half hour after closing.
- D. Each security staff must be trained in accordance with WSLCB enforcement requirements to check IDs, identify fake IDs, recognize the signs of intoxication, prevent alcohol service to minors and visibly intoxicated persons and to prevent violation of state alcohol laws and rules.
- E. Applicant shall utilize a quantity control factor such as wrist bands with three tabs, scrip or chits. Method of quantity control shall be approved by the Lacey Police Department. Over service of alcohol will not be tolerated.

ALCOHOLIC BEVERAGE AREA PHYSICAL STRUCTURE

- A. The Alcoholic Beverage Area must be completely fenced with at least a six foot high chain link fencing or double forty two (42) inch high fencing. When the forty two (42) inch tall fencing is used, the second forty two (42) inch high fence shall be installed around the outside the interior of the fence at least six feet from the interior fence and securely fastened to upright posts. Forty two (42) inch tall fencing may be wood picket, orange safety mesh, or white vinyl mesh material. Fencing shall be reviewed and approved by the Lacey Police Department.
- B. Advertising posters, banners, flags and bunting may be secured to the fences as long as the interior of the Alcoholic Beverage Area is visible.
- C. The City of Lacey Fire Marshal establishes the number of required entrances/exits based on the overall size of the fenced area and will establish maximum occupancy based on the proposed square footage, usage and furnishings within the fenced area. The occupancy capacity of the fenced area shall be clearly posted.
- D. All entrances and exits must be at least four feet wide and free of any obstructions.
- E. Alcoholic Beverage Areas contained within tents shall comply with all applicable building codes and are subject to inspection by the Fire Marshal and Building Department.
- F. Any electrical wiring shall comply with national, state and city electrical codes.
- G. All combustible rubbish shall be stored in non-combustible covered containers.

CITY OF LACEY PARKS, CULTURE & RECREATION DEPARTMENT

POLICY NAME: FINANCIAL ASSISTANCE PROGRAM POLICY

1. Purpose

The purpose of this policy is to establish guidelines for the City's Financial Assistance program. The goals of the program are to:

- a. Offer recreation program opportunities to those in the community who could not afford to participate otherwise.
- b. Advertise the Financial Assistance program so that it is more accessible and known throughout the community.
- c. Create a stable source of funds in a dedicated account/s, accept donations, and promote the Financial Assistance program.

2. Policy Statement

Lacey Parks, Culture & Recreation Board has determined that a Financial Assistance program policy is necessary and appropriate to provide equity and accessibility to programs that charge fees for participation.

There are funds available for Financial Assistance, however funds are limited and a policy is needed for how to best allocate them equitably to community members.

The application and guidelines for the program are set forth in this policy.

3. Definitions

- a. **Parks, Culture & Recreation Board (Parks Board):** A board which makes recommendations to the Director of LPCR, the City Council and other City departments with respect to parks, culture and recreation matters.
- b. **Financial Assistance:** A sum of money granted to a recipient because of need to pursue participation in an LPCR program.

4. Financial Assistance Funds

- a. Annual Financial Assistance Program fund (based on 1% of program registration fees, General Fund account approved by City Council during annual budget process).
- b. Financial Assistance Donations Funds (example: PARC Foundation Financial Assistance Fund)

5. Eligibility

- a. Residents may request financial assistance for recreation programs every trimester.
- b. Residency: Verification of residency within the City of Lacey limits or within North Thurston Public Schools (NTPS) boundary must be submitted with the application. Accepted forms of verification are an NTPS document or identification or a utility bill. In the absence of a permanent address, a referral may be submitted in lieu of residency documents (see Residency Referral, Section 7).
- c. Income: Department of Social & Health (DSHS) requirements for free and reduced lunch will be used to determine income eligibility. Verification of income is required by one of the following:
 - i. A copy of last year's tax return.
 - ii. Documentation from NTPS verifying free and reduced lunch or an NTPS benefits letter.
 - iii. In lieu of income verification documents, a detailed letter of explanation outlining the financial need will be accepted. Please address in the letter why one of the other three options is not available as verification.
- d. Eligibility must be established each calendar year. Beginning December 1, applications will be accepted for the following year of programs. Applications for specific programs and classes need to be submitted each trimester.

6. Procedure

- a. Executive Assistant or designee will review applications as received to ensure all the requirements have been met for income and residency eligibility. Deadlines for applications are as follows:
 - i. December 1 – Winter/Spring trimester
 - ii. May 1 – Summer trimester
 - iii. September 1 – Fall trimester
- b. Applications that satisfy income and residency requirements will be considered in order of date and time received.
 - i. Decisions regarding Financial Assistance awards should be made within five business days after receipt of application.
 - ii. If a household has already been awarded funding that calendar year, other households would take priority.
 - iii. Every awarded household will receive up to a \$200 credit to be used for the Winter/Spring programs, up to a \$100 credit to be used for the

Summer programs, and up to a \$100 credit to be used for the Fall programs as indicated on their application.

- iv. Any unused funds will remain on the household account for future use, but will expire at the end of the calendar year.
 - v. Refunds may not be requested for Financial Assistance funds. A household can apply for multiple trimesters if Financial Assistance funds are still available. The Financial Assistance program goal is to reach as many households as possible (limit \$400 per household per year).
- c. Executive Assistant or designee will provide approvals to Department Assistants for the crediting of accounts in the recreation registration program.
 - d. Funds are assigned to eligible recipients first from the Annual Financial Assistance Program Fund, not to exceed 33% of the total funds each trimester.
 - e. If sufficient funding is not available for all requests in a given trimester from the Annual Financial Assistance Program Fund, the Executive Assistant will meet with the Department Director to consider allocating funds from the Financial Assistance Donations Fund that most closely matches the desired program. However, no more than 50% of Financial Assistance Donations Fund will be used in a single year.
 - f. Executive Assistant or designee will notify the applicant of the denial or award amount based on the application timeline.
 - g. Executive Assistant or designee will provide an annual report to Director and Parks Board regarding Financial Assistance Fund balances and number of Financial Assistance awards.

7. Residency Referral Procedure

- a. In order to participate, a referral from the following sources may be submitted:
 - i. NTPS Homeless & Foster Care Representative
 - ii. Department of Children, Youth, and Families (DCYF) Representative
 - iii. Community Youth Services (CYS) Representative
 - iv. Non-profit or Shelter Representative
- b. For all Day Camp Programs (programs spanning three consecutive days or more), every household that is awarded will receive the funds necessary to cover the cost of participation for up to two weeks per child as long as funding is available per Section 6d and 6e. *If funding allows, the opportunity for additional weeks may be made available.*

- c. For Day Camp Programs, applications will be accepted:
 - i. February 1st – Spring & Summer Day Camps
 - ii. September 1st – Fall Day Camps
 - iii. December 1st – Winter Day Camps
- d. For all non-Day Camp Programs, please see Section 6.

ORIGINAL DATE OF ADOPTION: 2010

Updated: December 4, 2019

Updated: November 3, 2021

Updated: April 5, 2023

MARCH PROGRAM UPDATES

AQUATICS & VOLUNTEERS:

- Hired 4 new staff members for lifeguard/swim instructor and will progress through certification and training throughout the spring. Hosted boy scouts' troop for a rental at NTHS pool where they were able to utilize the pool to complete badges. Running Sunday/Wednesday night swim lessons to help meet the demand for more swim lessons during the school year.
- Had 7 members from the Travis Manion Foundation volunteer to pull Ivy at Lake Louis Habitat in January where they combined for 21hrs of service. Thank you to Jackie Johnson for helping to set up the ivy removal event. Presented at Boy Scouts volunteer meeting, giving the scouts volunteer opportunities and answering questions about our parks

SPECIAL EVENTS:

- The Cultural Celebration is officially full! We have over 50 booths participating this year including 11 food vendors. Our stage schedule is almost finalized, and we anticipate 16 performances from 13 different countries. The celebration will be at Saint Martin's University on Saturday March 9th from 10am – 6pm.
- Our Lacey Spring Fun Fair planning is in full swing. Applications were posted in January, and we already have 49 vendors, 16 Kids' World participants, and over 30 food vendor applications. Our committee will be reviewing food vendors 2/14. Saturday at the fair this year will feature a STEM area with information and activity booths in the car show lot. We also have a few new sponsors this year, including a Parking Lot sponsor. Our committee is working hard to make sure this year's Fun Fair is the best one yet!

COMMUNITY RECREATION:

- We ran our first Lacey Teen Late Night, formerly Lacey ACT nights, since February 2020. The event was held at Chinook Middle School, we had 340 students in attendance along with parent/teen volunteers, Lacey Police, Explorer Scouts and staff they to supervisor the event. Teens got to dance, play basketball, video games, interactive inflatable games, and sing karaoke. For this being the first event things went extremely and we are excited to continue to rebuild this program.
- Lauren Young has been hard at work creating a Lacey Teen Leadership Committee. The goal is to create and mold teens into community leaders. Our group will review topics such as peer pressure, career planning, value and goal setting while also completing service projects throughout the county.

FACILITIES

- The Community Center and Jacob Smith House were both closed for annual maintenance from January 1st-15th. The wood floors were screened and recoated at the Community Center and facility maintenance had time to paint the interiors and install new sink fixtures. 26 new round tables were delivered for the Community Center as well.

- Picnic shelter reservations were opened online February 1st, for Rainier Vista and Woodland Creek Community Parks. They can be reserved for April 1st-October 31st. Shelters at the RAC will be closed until the parking lot construction is finished. Reservations for the Depot will open on April 1st. These have been delayed until Community & Economic Development Department has contracted their Markets @ the Depot dates for 2024.

REGIONAL ATHLETIC COMPLEX:

January/February Highlights

- January 6/7 Icebreaker Softball Tournament
- January 13/14 Zombie Softball Tournament
- January 20/21 Brave Gator Softball Tournament
- January 27/28 Winter Championship Softball Tournament
- February 3 / 4 Small Ball Softball Tournament
- February 10/11 Superbowl Challenge
- February 17/18 Rain City Classic
- February 24/25 USSSA Superdraft

YOUTH & ADULT SPORTS:

- On February 10th, we celebrated National Girls and Women in Sports Day by partnering with Saint Martin's University Athletics to put on a series of free clinics for youth girls in our community. The SMU coaching staffs and players for the women's volleyball, basketball, and golf teams all hosted and instructed clinics with a total attendance of 81 girls. The university also gave a free ticket to all clinic participants to the women's basketball game on Saturday. During the third quarter of the game, clinic participants and Lacey Parks staff were invited on to the floor to celebrate the day and its continued importance.
- The Lacey Youth Basketball league finished off the season strong at the end of January. We had 252 players, and 23 coaches participate this year. We also hired a part-time staff member, Chris Shock, who will be our new Recreation Aide III. Chris has participated in sports his whole life as both a player and a coach. He is excited to join our team and is most looking forward to helping coach our community's youth.