



City of Lacey, Washington Lodging Tax Advisory Committee Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, April 4, 2024

5:00 PM

Council Chambers and Online

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda, Previous Meeting Minutes, and Consent Items:**
 - A. Approval of the Minutes of September 25, 2023
- 4. Public Comment:**

Refer to the bottom of the agenda for instructions on how to provide public comment.
- 5. Agenda Items**
 - A. 2023 Award Review**

Shannon Kelley-Fong, Assistant City Manager
Troy Woo, Finance Director
 - B. 2024 LTAC Planning Update**

Shannon Kelley-Fong, Assistant City Manager
 - C. Advisory Board Stipend Program and Email Addresses**

Shannon Kelley-Fong, Assistant City Manager
Elissa Fontaine, City Clerk
 - D. Land Acknowledgment**

Shannon Kelley-Fong, Assistant City Manager
- 6. Adjourn**

Attend Remote or In-Person

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

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

Zoom: https://us02web.zoom.us/webinar/register/WN_5dsSy_XpQZyYWPk99yEKaA
Website: <https://cityoflacey.org/government/public-meetings/>
YouTube: <https://www.youtube.com/watch?v=eXtnYggAaXg>
Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 819 8000 7169)





City of Lacey, Washington
LTAC Meeting Minutes
Monday, September 25, 2023 - Council Chambers and Online

1. Call to order

2. Roll Call

LTAC COMMITTEE MEMBERS PRESENT: Chair Malcolm Miller (Deputy Mayor), Ruth Weigelt, Chad Carpenter, Andrew Shin

LTAC COMMITTEE MEMBERS ABSENT: None

COUNCIL PRESENT: Deputy Mayor Malcolm Miller

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Sadie Siglin, Management Analyst; Troy Woo, Finance Director

3. Approval of Agenda, Previous Minutes, and Consent Items:

A. Approval of Agenda and Approval of September 20, 2023 meeting minutes

Chad Carpenter moved to approve the agenda. Ruth Weigelt seconded. Motion carried.

4. Public Comment:

No public comment was provided.

5. Agenda Items:

A. 2024 Lodging Tax Funding Discussion and Recommendation

Shannon-Kelley Fong, Assistant City Manager

Kelley-Fong presented results of the budget tool and provided two funding options for LTAC consideration. Discussion ensued. LTAC collaboratively formed the recommended 2024 Lodging Tax Funding Budget identified in **Table A**.

Chad Carpenter moved to approve the recommended 2024 Lodging Tax Funding Budget (identified in Table A) to the Lacey City Council. Andrew Shin seconded. Motion carried.

<u>Applicant Name</u>	<u>App Category</u>	<u>Intended Use of Funds</u>	<u>2024 Recommendations</u>
City of Lacey: Regional Athletic Complex	Capital	Maintenance and operations	\$180,000
City of Lacey: Museum	Capital	Maintenance and operations	\$48,500
City of Lacey: Regional Athletic Complex	Capital	Addition of golf carts for staff mobility for maintenance	\$8,000
Washington Center for Performing Arts	Capital	Maintenance and operations	\$30,000
2023 Men’s Division 1 & Women’s Division 2 Rugby Season	Event	2023 Men’s Division 1 & Women’s Division 2 Rugby Season	\$30,000
Oly Town Soccer	Event	Oly Town Soccer	\$39,000
Capital Lakefair	Event	Capital Lakefair	\$7,500
Glow in the Park	Event	Glow in the Park	-
Juneteenth Celebration	Event	Juneteenth Celebration	\$10,000
Kris Kringle Market	Event	Kris Kringle Market	\$9,500
Lacey Cultural Celebration	Event	Lacey Cultural Celebration	\$10,000
Lacey Fireworks Spectacular	Event	Lacey Fireworks Spectacular	\$22,000



Lacey in Tune Summer Entertainment Series	Event	Lacey in Tune Summer Entertainment Series	\$18,000
Lacey Market at the Depot	Event	Lacey Market at the Depot	-
Lacey South Sound BBQ Festival	Event	Lacey South Sound BBQ Festival	\$10,000
Lacey South Sound Chamber Golf Classic	Event	Lacey South Sound Chamber Golf Classic	-
Lacey Spring Fun Fair	Event	Lacey Spring Fun Fair	\$15,000
Bunkers, Balls, & Birdies	Event	Bunkers, Balls, & Birdies	-
Reach the Beach	Event	Reach the Beach	\$5,000
South Sound Block Party	Event	South Sound Block Party	\$5,000
Washington State Senior Games	Event	Washington State Senior Games	\$15,000
Winterfest- Sip, Savor, and Shop	Event	Winterfest- Sip, Savor, and Shop	\$2,500
City of Lacey: Public Affairs	Marketing	Banners	-
Lacey South Sound Chamber of Commerce	Marketing	Tourism promotion and marketing	\$35,000
North America Talk Media Group/ Thurston Talk	Marketing	Tourism promotion and marketing	-
Visitor and Convention Bureau of Thurston County dba Experience Olympia & Beyond	Marketing	Tourism promotion and event assessments	\$100,000

B. 2025 Winter Meeting Tentative Dates

Sadie Siglin, Management Analyst

Siglin reviewed options for winter meeting dates. Discussion ensued.



6. Adjourn

Chair Miller adjourned the meeting at 1:30 p.m.

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**City of Lacey Lodging Tax Advisory Committee
2025 Proposed Budget**

	2023 Budget	2023 Actual	2024 Adopted Budget	2024 Y-T-D
Revenues:				(March 2024)
Beginning Cash	353,848	296,976	39,772	
Hotel/Motel Tax	520,000	539,927	540,000	97,607
Interest Income	13,382	29,120	20,228	5,326
Misc. Revenue				
Total Revenues	887,230	866,023	600,000	102,933
Expenditures:				
Contract Services				
Lacey Chamber of Commerce				
Visitor Services/Community Profile	70,000	70,000	35,000	
Washington Center For Performing Arts	30,000	30,000	30,000	
Experience Olympia and Beyond				
General Promotion/Visitor Services	110,000	110,000	100,000	
Promotion/Advertising/Special Events				
Lacey Fun Fair	15,000	14,913	15,000	530
Senior Games	15,000	15,000	15,000	
Cultural Celebration	9,000	8,977	10,000	9,955
South Sound BBQ Festival	20,000	15,307	10,000	
Brats, Brews, and Bands/Tour de Lacey (Rotary Club of)	5,000			
Capital Lakefair	10,000	10,000	7,500	
July 3rd Fireworks and Concert	22,000	21,995	22,000	
Polyfest	13,000	8,467		
Chamber of Commerce Golf Classic	5,000	5,000		
Chamber of Commerce Winter Fest - Sip, Savor, Shop	5,000	2,466	2,500	
TOMORROW - South Sound Block Party			5,000	
American Lung Association - Reach the Beach	5,000	5,000	5,000	
Spouses' Club of Lewis-McChord Kris Kringle Market Fe	9,500	8,816	9,500	
Fred U. Harris Masonic Lodge #70 Juneteenth Festival	10,000	6,722	10,000	
Olympia Soccer Foundation	10,000	11,989	39,000	(1,989)
Deschutes Rugby Club	27,230	24,871	30,000	
Regional Athletic Complex - Marketing & Promotion				
Operation and Maintenance	180,000	180,000	180,000	
Lacey Parks				
Huntamer Park Concerts & Events	18,000	17,999	18,000	
Museum Operations	48,500	48,500	48,500	
Total Museum & Contract Services	637,230	616,023	592,000	8,496
Capital				
Washington Center For Performing Arts Renovation	250,000	250,000		
Regional Athletic Complex - Golf Carts for Maintenance			8,000	
Wayfinding				
Total Expenditures	887,230	866,023	600,000	8,496
		21,206.91		
		98%		

Fund Balance

Cash Balance as of 1/1/2024 \$ 856,946

Reserves/Commitments:

2024 Budget Use of Reserves \$ 39,772

Wayfinding Signs -

RAC Synthetic Field Replacement 500,000

Two-Month Operating Reserve 98,667

\$ 638,439

Projected Available Cash Balance \$ 218,508

Entity	Recipient	Event Date	Amount Awarded	Total Budget per App	Reported Cost of Event	% of Budget from Lacey LTAC per App	% of Lacey LTAC Funding for Event	% of Funding Used	Total Payments	Projected Attendance	Reported Overall Attendance	Difference in Proj. v Actual Attendance	Estimated Paid Overnight Stays Per App	Reported Paid Overnight Stays	Difference in Proj. V Actual Stays
Capital Lakefair	Capital Lakefair	07/12 -07/15	\$10,000	\$ 150,000	\$ 250,000	1%	4%	100%	\$ 10,000	200,000	125,000	75,000	250	250	-
Deschutes Rugby Club	Deschutes Rugby	01/01-12/31	\$27,230	\$ 27,230	\$ 75,000	40%	36%	91%	\$ 24,871	250	120	130	300	35	265
Fred U Harris Lodge	Juneteenth	06/17	\$10,000	\$ 10,000	\$ 9,628	59%	104%	67%	\$ 6,722	1,500	1,350	150	50	-	50
Spouses Club of Lewis-McChord	Kris Kringle Market	11/17 - 11/18	\$9,500	\$ 18,000	\$ 17,400	50%	55%	93%	\$ 8,816	6,000	748	5,252	800	-	800
Oly Soccer Foundation	Oly Soccer	04/01 - 08/31	\$10,000	\$ 14,000	\$ 10,000	100%	100%	100%	\$ 10,000	7,000	18,000	(11,000)	350	1,000	(650)
Polynesian Association of Thurston County	Polyfest	06/24	\$13,000	\$ 12,952	\$ 13,000	95%	100%	65%	\$ 8,467	5,000	990	4,010	350	-	350
American Lung Association	Reach the Beach	09/30	\$5,000		\$ 31,700		16%	100%	\$ 5,000		325	(325)		175	(175)
Olympia, Lacey, Tumwater Visitor & Convention Bureau	Experience Oly and Beyond	-	\$110,000	\$ 1,485,750	\$ 1,385,470	7.4%	8%	100%	\$ 110,000	50,477	102,109	(51,632)	8,905	2,546	6,359
Washington State Senior Games	Senior Games	01/01-12/31	\$15,000	\$ 140,000	\$ 140,000	11%	11%	100%	\$ 15,000	4,000	1,689	2,311	310	338	(28)
Washington Center for Performing Arts:	Marketing	-	\$30,000	\$ 2,279,354	\$ 2,617,897	13%	1%	100%	\$ 30,000	85,000	101,264	(16,264)	1,190	1,418	(228)
	Facilities Repair	-	\$250,000	\$ 8,800,000	\$ 9,005,570	2.8%	3%	100%	\$ 250,000	110,000	101,264	8,736	36,045	1,418	34,627
Lacey South Sound Chamber	Chamber Golf Classic	05/12	\$5,000	\$ 17,000	\$ 20,000	29%	25%	100%	\$ 5,000	250	225	25	25	4	21
	South Sound BBQ Festival	07/08	\$20,000	\$ 36,000	\$ 35,000	55%	57%	77%	\$ 15,307	20,000	22,500	(2,500)	75	30	45
	Winterfest	11/18	\$5,000	\$ 9,500	\$ 15,000	52%	33%	49%	\$ 2,466	550	450	100	50	5	45
	Marketing	-	\$70,000	\$ 80,000	\$ 100,000	87%	70%	100%	\$ 70,000	Blank	950	-	Blank	225	-

Application Rubric Criteria

Event/Activity/Program

Category	Details	Total Point Weight	Correlating Application Question
New Event, Activity, or Program	Has existed three years or less. This does not include cancelled events.	10 points	Event info.
Tourist Attraction	Demonstrates the ability to attract visitors from 50 miles or more.	20 points	1
Marketing	Demonstrates the ability to promote tourism in Lacey or the Lacey UGA that encourages the support of businesses, restaurants, and retail.	10 points	2
Safe, Inclusive, and Welcoming Events	Demonstrates the City's commitment to being a safe, inclusive and welcome place for all.	10 points	3
<u>Project Paid Lodging Impact</u>	<u>Increases the number of people traveling to Lacey or the Lacey UGA. Demonstrates the ability to increase paid lodging nights in Lacey.</u>	<u>10-20</u> points	4
Community and Business Collaboration	Demonstrates community appeal and support, while generating positive economic impact in Lacey or the Lacey UGA.	20 points	5
Program Sustainability	Demonstrates the ability to implement a successful event.	5 points	6
Financial Sustainability	Demonstrates the ability to secure additional funding beyond the City of Lacey <u>Lodging Tax funds.</u>	<u>5-10</u> points	14
Location	Location is in Lacey or the Lacey UGA	10 points	19
Multi Day Events	Duration is two days or more.	20 points	20
Shoulder Season	Occurs October – April.	10 points	21
		Total Available Points <u>130145</u>	

Application Rubric Criteria

Category	Details	Point Criteria	Total Point Weight
New Event, Activity, or Program	Has existed three years or less. This does not include cancelled events.	0 – Has existed for four years or longer 10 – Has existed for three years or less	10 points
Tourist Attraction	Demonstrates the ability to attract visitors from 50 miles or more.	0 - Demonstrates the ability to attract only City of Lacey community members 10 - Demonstrates the ability to attract visitors from surrounding areas 20 - Demonstrates the ability to attract visitors from areas 50 miles or greater	20 points
Marketing	Demonstrates the ability to promote tourism in Lacey or the Lacey UGA that encourages the support of businesses, restaurants, and retail.	0 - Does not demonstrate the ability to market Lacey businesses, restaurants, and retail 10 - Demonstrates the ability to market Lacey businesses, restaurants, and retail	10 points
Safe, Inclusive, and Welcoming Events	Demonstrates the City’s commitment to being a safe, inclusive and welcome place for all.	0 - Does not demonstrate the ability to be safe, inclusive, or welcoming 10 - Demonstrates the ability to be safe, inclusive, and welcoming for all	10 points
<u>Project Paid Lodging Impact</u>	<u>Demonstrates the ability to increase paid lodging nights in Lacey. Increases the number of people traveling to Lacey or the Lacey UGA.</u>	0 - Does not demonstrate the ability to increase the number of people traveling to Lacey or the Lacey UGA	10-20 points

Application Rubric Criteria

		<p>10-5 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA <u>by less than 100 paid Lodging nights.</u></p> <p><u>10 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 100 to 500 paid Lodging nights.</u></p> <p><u>20 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 500+ paid Lodging nights.</u></p>	
Community and Business Collaboration	Demonstrates community appeal and support, while generating positive economic impact in Lacey or the Lacey UGA.	<p>0 - Does not demonstrate community appeal or collaboration</p> <p>10 - Demonstrates community appeal</p> <p>20 - Demonstrates community appeal and has collaborated with local businesses for support with their event</p>	20 points
Program Sustainability	Demonstrates the ability to implement a successful event.	<p>0 - Does not demonstrate the ability to implement a successful event</p> <p>5 - Demonstrates the ability to implement a successful event</p>	5 points
Financial Sustainability	Demonstrates the ability to secure additional funding beyond the City of Lacey <u>Lodging Tax funds.</u>	<p><u>0 - Does not demonstrate the ability to secure other funding</u></p> <p><u>5 - Demonstrates the ability to secure other funding, 1-50% of overall cost.</u></p>	<u>5-10</u> points

Application Rubric Criteria

		<p><u>10 - Demonstrates the ability to secure other funding, 51%+ of overall cost.</u></p> <p>0 - Does not demonstrate the ability to secure other funding</p> <p>5 - Demonstrates the ability to secure other funding</p>	
Location	Location is in Lacey or the Lacey UGA.	<p>0 - Is not located in Lacey or the Lacey UGA</p> <p>10 - Is located in Lacey or the Lacey UGA</p>	10 points
Multi Day Events	Duration is two or more days.	<p>0 - Is only one day</p> <p>20 - Is two days or greater</p>	20 points
Shoulder Season	Occurs October – April.	<p>0 - Does not occur October – April</p> <p>10 - Occurs October – April</p>	10 points

Application Rubric Criteria

Operations and Capital

Category	Details	Total Point Weight	Correlating Application Question
Tourist Attraction	Demonstrates the ability to attract visitors from 50 miles or more to Lacey.	20 points	TBD
Safe, Inclusive, and Welcoming Events	Demonstrates the City's commitment to being a safe, inclusive and welcome place for all.	10 points	TBD
Paid Lodging Impact	Demonstrates the ability to increase paid lodging nights in Lacey.	25 points	TBD
Community and Business Collaboration	Demonstrates community appeal and support, while generating positive economic impact in Lacey or the Lacey UGA.	20 points	TBD
Financial Sustainability	Demonstrates the ability to secure additional funding beyond City of Lacey Lodging Tax funds.	10 points	TBD
Location	Location is in Lacey or the Lacey UGA	10 points	TBD
Multi Day Events	Host events or programs for multiple days in the year that attracts visitors from 50 miles or more.	20 points	TBD
Shoulder Season	Hosts programs that attract visitors from 50 miles or more between October – April.	10 points	TBD
		Total Available Points 125	

Application Rubric Criteria

Category	Details	Point Criteria	Total Point Weight
Tourist Attraction	Demonstrates the ability to attract visitors from 50 miles or more to Lacey.	<p>0 - Does not demonstrate the ability to increase the number of people traveling to Lacey or the Lacey UGA</p> <p>5 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by less than 50,000</p> <p>10 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 50,000-100,000</p> <p>20 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 100,000+</p>	20 points
Safe, Inclusive, and Welcoming Events	Demonstrates the City's commitment to being a safe, inclusive and welcome place for all.	<p>0 - Does not demonstrate the ability to be safe, inclusive, or welcoming</p> <p>10 - Demonstrates the ability to be safe, inclusive, and welcoming for all</p>	10 points
Paid Lodging Impact	Demonstrates the ability to increase paid lodging nights in Lacey.	<p>0 - Does not demonstrate the ability to increase the number of people traveling to Lacey or the Lacey UGA</p> <p>5 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by less than 100 paid Lodging nights.</p> <p>10 - Demonstrates the ability to increase the number of people traveling to Lacey</p>	25 points

Application Rubric Criteria

		<p>or the Lacey UGA by 100 to 500 paid Lodging nights.</p> <p>20 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 500 to 1000 paid Lodging nights.</p> <p>25 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 1000+ paid Lodging nights.</p>	
Community and Business Collaboration	Demonstrates community appeal and support, while generating positive economic impact in Lacey or the Lacey UGA.	<p>0 - Does not demonstrate community appeal or collaboration</p> <p>10 - Demonstrates community appeal</p> <p>20 - Demonstrates community appeal and has collaborated with local businesses for support with their events</p>	20 points
Financial Sustainability	Demonstrates the ability to secure additional funding beyond City of Lacey Lodging Tax Funds.	<p>0 - Does not demonstrate the ability to secure other funding</p> <p>5 - Demonstrates the ability to secure other funding, 1-50% of overall cost.</p> <p>10 - Demonstrates the ability to secure other funding, 51%+ of overall cost.</p>	10 points
Location	Location is in Lacey or the Lacey UGA	<p>0 - Is not located in Lacey or the Lacey UGA</p> <p>10 - Is located in Lacey or the Lacey UGA</p>	10 points

Application Rubric Criteria

<p>Multi Day Events</p>	<p>Host events or programs for multiple days in the year that attracts visitors from 50 miles or more.</p>	<p>0 – Does not host events or programs for multiple days</p> <p>10 - Hosts 1-5 events or programs for multiple days</p> <p>20 - Hosts 6+ events or programs for multiple days</p>	<p>20 points</p>
<p>Shoulder Season</p>	<p>Hosts programs that attract visitors from 50 miles or more between October – April.</p>	<p>0 - Does not host between October – April</p> <p>5 – Hosts 1-5 programs between October – April</p> <p>5 – Hosts 6+ programs between October – April</p>	<p>10 points</p>

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Application Rubric Criteria

Marketing

Category	Details	Total Point Weight	Correlating Application Question
Tourist Attraction	Demonstrates the ability to attract visitors from 50 miles or more.	20 points	TBD
Marketing	Demonstrates the ability to promote tourism in Lacey or the Lacey UGA that encourages the support of overnight stays, businesses, restaurants, and retail.	30 points	TBD
Safe, Inclusive, and Welcoming Events	Demonstrates the City's commitment to being a safe, inclusive and welcome place for all.	10 points	TBD
Paid Lodging Impact	Demonstrates the ability to increase paid lodging nights in Lacey.	30 points	TBD
Financial Sustainability	Demonstrates the ability to secure additional funding beyond City of Lacey Lodging Tax Funds.	10 points	TBD
Shoulder Season	Promotes events occurring in Lacey or the UGA in October – April.	10 points	TBD
		Total Available Points 110	

Application Rubric Criteria

Category	Details	Point Criteria	Total Point Weight
Tourist Attraction	Demonstrates the ability to attract visitors from 50 miles or more.	<p>0 - Demonstrates the ability to attract only City of Lacey community members</p> <p>10 - Demonstrates the ability to attract visitors from surrounding areas</p> <p>20 - Demonstrates the ability to attract visitors from areas 50 miles or greater</p>	20 points
Marketing	Demonstrates the ability to promote tourism in Lacey or the Lacey UGA that encourages the support of businesses, restaurants, and retail.	<p>0 - Does not demonstrate the ability to market Lacey businesses, restaurants, and retail</p> <p>10 - Demonstrates the ability to market Lacey businesses, restaurants, and retail</p>	30 points
Safe, Inclusive, and Welcoming Events	Demonstrates the City's commitment to being a safe, inclusive and welcome place for all.	<p>0 - Does not demonstrate the ability to be safe, inclusive, or welcoming</p> <p>10 - Demonstrates the ability to be safe, inclusive, and welcoming for all</p>	10 points
Paid Lodging Impact	Demonstrates the ability to increase paid lodging nights in Lacey.	<p>0 - Does not demonstrate the ability to increase the number of people traveling to Lacey or the Lacey UGA</p> <p>5 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by less than 100 paid Lodging nights.</p>	30 points

Application Rubric Criteria

		<p>10 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 100 to 500 paid Lodging nights.</p> <p>20 - Demonstrates the ability to increase the number of people traveling to Lacey or the Lacey UGA by 500+ paid Lodging nights.</p>	
Financial Sustainability	Demonstrates the ability to secure additional funding beyond City of Lacey Lodging Tax Funds.	<p>0 - Does not demonstrate the ability to secure other funding</p> <p>5 - Demonstrates the ability to secure other funding, 1-50% of overall cost.</p> <p>10 - Demonstrates the ability to secure other funding, 51%+ of overall cost.</p>	10 points
Shoulder Season	Promotes events occurring in Lacey or the UGA in October – April.	<p>0 - Does not promote events occurring in Lacey or the UGA in October – April</p> <p>10 – Does promote events occurring in Lacey or the UGA in Occurs October – April</p>	10 points

Proposed 2024 LTAC Calendar

August 11	2024 Lodging Tax Funds Applications Open
September 1	2024 Lodging Tax Fund Applications due by 5 p.m.
September 5	Applications Routed to LTAC for review
September 19	LTAC Meeting: Application Review
September 26	LTAC Meeting Supplemental Application Presentations Scoring Overview
October 3	LTAC Meeting: Application Scoring Review and Recommendation
2024	Award Contracts Issued



Lodging Tax Advisory Committee (LTAC) April 4, 2024

SUBJECT: Land Acknowledgement

RECOMMENDATION: Motion to “Add the reading of the abbreviated Land Acknowledgement to all Lodging Tax Advisory Committee meetings.”

STAFF CONTACTS: Shannon Kelley-Fong, Assistant City Manager *SKF*

ATTACHMENTS: None

FISCAL NOTE: None

PRIOR REVIEW: [Lacey City Council Regular Meeting](#) – September 21, 2023
[Lacey City Council Worksession](#) – July 27, 2023
[Community Relations and Public Affairs Committee](#) – July 3, 2023

BACKGROUND: On September 21, 2023, the Lacey City Council adopted [Resolution 1137](#) establishing a Land Acknowledgement Policy for the City of Lacey. This policy can be found in the City Council Policies and Procedures Manual, see [Section 10.08](#).

In brief, at the City, the Land Acknowledgements can be used for the following:

1. **To open City meetings, events, or programming.** In addition to City Council agendas and meetings, the Land Acknowledgement may be used at the beginning of meetings or other events hosted by the City, see the policy for additional recommendations for use at City meetings or events. Meetings could include, but are not limited to:
 - o City staff meetings
 - o **City Advisory Board or Commission meetings (determined by the advisory board)**
 - o Community meetings hosted by the City, such as town halls, open houses, focus groups, or similar
 - o Ceremonial events, such as ribbon-cuttings
 - o City events, such as large-scale Parks, Culture, and Recreation events.

The City does not recommend to assert or suggest using the Land Acknowledgement for meetings or events hosted by other organizations.

2. **As part of City plans, reports and other adopted documents.** The City Council directed staff to include the Land Acknowledgement in all future plans to be adopted by the City Council, see the policy for more information on this.
3. **On City signage, markers, maps, and other materials.** The full or abbreviated Land Acknowledgement can be added to printed City signage, markers, maps, and other materials, see the policy for more information on this.

As highlighted above, Advisory Boards may determine if they would like to include the Land Acknowledgement at their respective meetings.

The abbreviated Land Acknowledgement is:

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

Options:

1. Motion to “Add the reading of the abbreviated Land Acknowledgement to all Lodging Tax Advisory Committee meetings.”
2. Make no motion. Do not add the reading of the abbreviated Land Acknowledgement to all Lodging Tax Advisory Committee meetings.