



City of Lacey, Washington City Council **Amended*** Regular Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, July 2, 2024

6:00 PM

Council Chambers and Online

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Land Acknowledgment

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.

5. Approval of **Amended*** Agenda and Consent Agenda Items

- A. Approval of the minutes of June 11, 2024
- B. Approval of the minutes of June 18, 2024
- C. Approval of wages, claims, and transfers for June 5 through June 21, 2024

6. Public Recognitions and Presentations

7. Public Comment

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

8. Public Hearing

9. Proclamations

10. Resolutions

11. Ordinances

12. Mayor's Report

13. City Manager's Report

- A. ~~2025 Six-Year Transportation Improvement Program Presentation~~
Martin Hoppe, Public Works Transportation Manager
**Amended Agenda: Item removed from the agenda during the meeting*
- B. **Parks Annual Report**
Jennifer Burbidge, Parks, Culture, and Recreation Director
Sue Falash, Recreation Manager
- C. **Parks Improvement Funding Workgroup Recruitment Update**
Jennifer Burbidge, Parks, Culture, and Recreation Director
- D. **Other Items**

14. Other Business

15. Boards, Commissions and Committee Reports

- A. Mayor Andy Ryder:
 - 1. Mayors' Forum
 - 2. Thurston Chamber Shared Legislative Committee
 - 3. Transportation Policy Board (TPB)
- B. Deputy Mayor Malcolm Miller:
 - 1. Economic Development Council (EDC)
 - 2. Lodging Tax Advisory Committee (LTAC)
 - 3. Thurston County Coalition Against Trafficking (TCCAT)
 - 4. Joint Animal Services Commission (JASCOM)
- C. Councilmember Lenny Greenstein:
 - 1. Emergency Medical Services (EMS)
 - 2. TCOMM911
- D. Councilmember Michael Steadman:
 - 1. Nisqually River Council
 - 2. Thurston County Law & Justice Council
 - 3. Olympic Region Clean Air Agency (ORCAA)
- E. Councilmember Carolyn Cox:
 - 1. LOTT Clean Water Alliance
 - 2. Regional Housing Council
 - 3. Intercity Transit Authority
- F. Councilmember Robin Vazquez:



1. Thurston Climate Mitigation Collaborative
 2. Thurston Regional Planning Council (TRPC)
 3. Thurston County Board of Health
- G. Councilmember Nicolas Dunning:
1. Thurston Thrives
 2. Solid Waste Advisory Committee (SWAC)
 3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)

16. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

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

In-Person	Council Chambers at Lacey City Hall 420 College Street SE, Lacey, WA 98503
Zoom:	https://us02web.zoom.us/webinar/register/WN_QG3AZNDfT-aqyIDbYrxjCQ
Website:	https://cityoflacey.org/government/public-meetings/
Facebook:	https://www.facebook.com/cityoflacey
YouTube:	https://www.youtube.com/watch?v=fXMzvMg6dXE
Cable:	Channel 77 with your local cable provider
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 822 5335 3714)

Verbal Public Comment

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

In-Person:	Use the sign-up sheet located in the Council Chambers.
Zoom:	Preregister using the following Zoom link no later than two hours prior to the meeting: https://us02web.zoom.us/webinar/register/WN_QG3AZNDfT-aqyIDbYrxjCQ

Instructions and access details will be provided once registration is complete.



Written Public Comment

Public comments may also be submitted by email to PublicComment@cityoflacey.org The commenting period will close two hours before the meeting time.

Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the Council meeting; however, comments received will be added to the official record.





City of Lacey, Washington Lacey City Council Worksession Minutes

Tuesday, June 11, 2024

6:00 PM

Council Chambers and Online

1. Call to Order

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

2. Roll Call

Council Present

Mayor Andy Ryder

Deputy Mayor Malcolm Miller

Councilmember Michael Steadman (present until 7:15 p.m.)

Councilmember Carolyn Cox

Councilmember Robin Vazquez

Councilmember Nicolas Dunning

Council Excused

Councilmember Lenny Greenstein

Staff Present

Rick Walk, City Manager

Shannon Kelley-Fong, Assistant City Manager

Scott Egger, Public Works Director

Vanessa Dolbee, Community and Economic Development Director

Ryan Andrews, Planning Manager

Hans Shepherd, Senior Planner

Paul J. White, Deputy City Clerk

3. Land Acknowledgment

Mayor Ryder presented the abbreviated Land Acknowledgment.

4. Approval of the Agenda

Deputy Mayor Miller moved to approve the agenda as amended to postpone item 5c, Comprehensive Emergency Management Plan, to a future meeting. Councilmember Vazquez seconded. The motion carried.

5. Agenda Items

A. LOTT Clean Water Alliance Annual Update

Matt Kennelly, LOTT Executive Director

Kennelly presented the annual Lacey-Olympia-Tumwater-Thurston (LOTT) Clean Water Alliance update. The structure of the utility, which serves approximately 124,000 people, was described, and regulatory requirements were summarized. Kennelly outlined the areas of service provided by the utility, including providing essential wastewater removal and treatment, environmental education, and reclamation of biosolids for use in agriculture, biogas as an energy source, and reclaimed water for irrigation and public water features. The utility's groundwater replenishment efforts using water recharge facilities were described. Kennelly noted other public services of the utility, such as connection fee rebates, low-income housing support, and climate change mitigation. Budget and revenue sources were reviewed, and Lacey's wastewater rates were reported to be below average compared to other Washington cities and counties.

B. Neighborhood Commercial Discussion

Vanessa Dolbee, Community & Economic Development Director

Ryan Andrews, Planning Manager

Hans Shepherd, Senior Planner

Shepherd presented the city's Neighborhood Commercial Districts addressing ground-floor ceiling heights and affordable housing considerations. Minimum ceiling height requirements for different commercial uses were discussed. Shepherd addressed considerations and options applicable to housing within Neighborhood Commercial Districts. At the invitation of Mayor Ryder, Development Manager Matt Farrell, Tarragon LLC, engaged in Council discussion.

Councilmember Steadman was present until 7:15 p.m.

C. Comprehensive Emergency Management Plan Review

Consideration of this item was postponed to a future meeting.

D. South Sound Senior Services Campaign Against Loneliness and Isolation



Brian Windrope, South Sound Senior Services Executive Director

Windrope engaged with councilmembers on the health impacts, such as early mortality and higher risk of dementia, to teens and older community members due to isolation and loneliness. South Sound Senior Services is pursuing increased awareness of this subject. Councilmembers inquired about the status of Senior Services' home-sharing facilitation for seniors.

6. Adjourn

Mayor Ryder adjourned the meeting at 8:02 p.m.





City of Lacey, Washington
City Council Regular Meeting Minutes
Tuesday, June 18, 2024 - Council Chambers and Online

1. Call to Order

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

2. Roll Call

Council Present

Mayor Andy Ryder
Deputy Mayor Malcolm Miller
Councilmember Lenny Greenstein
Councilmember Michael Steadman
Councilmember Carolyn Cox
Councilmember Robin Vazquez
Councilmember Nicolas Dunning

Staff Present

Rick Walk, City Manager
Shannon Kelley-Fong, Assistant City Manager
Dave Schneider, City Attorney
Troy Woo, Finance Director
Scott Egger, Public Works Director
Brandon McAllister, Public Works Utility Engineer
Michelle Chavez, Human Service Coordinator
Elissa Fontaine, City Clerk

3. Pledge of Allegiance

4. Land Acknowledgment

Mayor Ryder presented the abbreviated Land Acknowledgment.

5. Approval of Amended Agenda and Consent Agenda Items

A. Approval of the minutes of May 28, 2024

B. Approval of the minutes June 4, 2024

C. Approval of wages, claims, and transfers for May 13 through June 7, 2024

Mayor Ryder requested to amend the agenda to remove item 13.B: Marvin Road/Meridian Campus Well Phase 1 Bid Award to be scheduled for a later date.

Mayor Ryder moved to approve the amended agenda and consent agenda. Councilmember Greenstein seconded. The motion carried.

6. Public Recognitions and Presentations

7. Public Comment

Verbal Public Comment

Zero (0) people signed up to speak at the meeting.

Zero (0) people registered to speak via Zoom.

Written Public Comment

One (1) written public comment was received.

8. Public Hearing

9. Proclamations

10. Resolutions

A. Resolution 1150: Public Comment and Public Hearing Policies Update

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented draft Resolution 1150, recommending updates to Public Comment and Public Hearing policies in the Council's Policies and Procedures. Discussion ensued. No action was taken and a revised resolution will be scheduled for a later date.

B. Resolution 1151: Advisory Board Handbook Updates

Shannon Kelley-Fong, Assistant City Manager



Kelley-Fong presented draft Resolution 1151, recommending updates to Public Comment and Public Hearing policies in the Advisory Board Handbook. Discussion ensued. No action was taken and a revised resolution will be scheduled for a later date.

11. Ordinances

12. Mayor's Report

- A. **Appointment: Capital Area Regional Public Facilities District - Whitney Godby**
Mayor Andy Ryder

Mayor Ryder moved to appoint Whitney Godby as the Lacey Representative to the CAR-PFD Board of Directors. Councilmember Greenstein seconded. The motion carried.

13. City Manager's Report

- A. **2025 Budget Calendar**
Troy Woo, Finance Director

Woo presented the 2025 Budget Calendar. The tentative Budget Calendar highlights key deadlines, Council activity, and public hearings for community member engagement. The Council expressed a need to facilitate public workshops to provide the community with educational opportunities regarding the budget process.

- B. **Award: Marvin Road and Meridian Campus Production Wells - Phase 1 (PW 2022-27)**

Item was rescheduled to a future meeting date.

- C. **Award: Pacific/Homann Roundabout Improvements & Sharrow Route Striping Project (PW 2024-12)**
Scott Egger, Public Works Director

Egger presented the proposed contract award and highlighted project background, timeline, and costs.

Councilmember Greenstein moved to award Lacey Contract Number PW 2024-12 to the lowest bidder: Active Construction Inc., from Puyallup, WA, in the amount of \$634,634.00. Councilmember Cox seconded. The motion



carried.

D. Water Supply Agreement Between the Cities of Lacey and Olympia for the Short-term Use of Wholesale Water

Brandon McAllister, Public Works Utility Engineer

McAllister presented the Water Supply Agreement with Olympia for the Short-term Use of Wholesale Water. The temporary Wholesale Water Agreement will provide an additional water source, from 2024 through 2028, until City projects are completed and City of Lacey wells are returned to service.

Councilmember Greenstein moved to authorize the City Manager to execute the Water Supply Agreement between the Cities of Lacey and Olympia. Councilmember Steadman seconded. The motion carried.

E. Community Development Block Grant (CDBG) Entitlement Status

Michelle Chavez, Human Services Coordinator

The CDBG Entitlement Program provides annual grants, on a formula basis, to entitled cities and counties. CDBG communities develop their own programs and funding priorities through a Consolidated Plan and Annual Action Plan. Chavez highlighted the history of the City's eligibility and possible next steps. Staff recommended accepting status of entitlement grantee to receive a direct annual formula allocation of CDBG funds, starting in the Federal fiscal year 2025.

Chavez advised that if Lacey decides to become a stand-alone CDBG entitlement community, the City would need to write and submit a three-year consolidated plan to HUD in the summer of 2025 for approval. This three-year plan would include the 2025 CDG Annual Action Plan and approved projects for funding.

Councilmember Steadman moved to proceed with Mayor Andy Ryder signing letters to HUD and Thurston County, declaring the City's intent to proceed as a CDBG entitlement grantee and to not participate in the Urban County CDBG program. Councilmember Dunning seconded. The motion carried.

F. Other Items:

Scott Egger, Public Works Director, briefed Council on an upcoming road closure at Britton Parkway and the Carpenter Road Roundabout.

14. Other Business

15. Boards, Commissions and Committee Reports



A. Mayor Andy Ryder:

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

Mayor Ryder provided a report from the Mayor's Forum.

B. Deputy Mayor Malcolm Miller:

1. Economic Development Council (EDC)
2. Lodging Tax Advisory Committee (LTAC)
3. Thurston County Coalition Against Trafficking (TCCAT)
4. Joint Animal Services Commission (JASCOM)

Deputy Mayor Miller did not provide any reports.

C. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
2. TCOMM911

Councilmember Greenstein did not provide any reports.

D. Councilmember Michael Steadman:

1. Nisqually River Council
2. Thurston County Law & Justice Council
3. Olympic Region Clean Air Agency (ORCAA)

Councilmember Steadman provided a report from ORCAA.

E. Councilmember Carolyn Cox:

1. LOTT Clean Water Alliance
2. Regional Housing Council
3. Intercity Transit Authority

Councilmember Cox provided reports from the Intercity Transit Authority and LOTT Clean Water Alliance.

F. Councilmember Robin Vazquez:

1. Thurston Climate Mitigation Collaborative
2. Thurston Regional Planning Council (TRPC)



3. Thurston County Board of Health

Councilmember Vazquez provided reports from the Thurston County Board of Health and Thurston Regional Planning Council.

- G. Councilmember Nicolas Dunning:

1. Thurston Thrives
2. Solid Waste Advisory Committee (SWAC)
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)

Councilmember Dunning provided reports from SWAC and Olympia-Lacey-Tumwater Visitor & Convention Bureau.

16. Adjourn

Mayor Ryder adjourned the meeting at 8:08 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____





LACEY CITY COUNCIL MEETING

July 2, 2024

SUBJECT: Disbursement Approval

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

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

ORIGINATED BY: Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 6/5/2024 through 6/21/2024. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	6/14/2024	275321	275455	390,230.47
	6/21/2024	275456	275548	226,887.17

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	6/5/2024	416.00
	6/6/2024	1.99
	6/10/2024	123,212.88
	6/10/2024	302.00
	*6/13/2024	1,060.20
	6/14/2024	1,938,116.43
	6/17/2024	523.11
	6/18/2024	29.20
	6/18/2024	5,477.39
	6/21/2024	369,697.23

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

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Department of Revenue	\$ 123,212.88	May 2024 Excise Taxes
Bud Clary Ford/Hyundai	\$ 56,783.44	2024 Ford Lightning
Central Paving, LLC	\$ 78,764.00	2023 Crack Seal Program
Empire Well Drilling, LLC	\$ 207,290.29	2023 Well Rehabilitation
McClure and Sons, Inc.	\$ 723,043.84	Beachcrest Wellfield pH Improvements Addendum 4
Miles Resources, LLC	\$ 94,686.28	RAC Parking Lot Expansion
SCADA & Controls Engineering, Inc.	\$ 87,450.00	Labor Hours
SCI Infrastructure, LLC	\$ 681,560.39	Golf Club Rd Water & Wastewater Improvements
Bud Clary Ford/Hyundai	\$ 173,642.98	'23/'24 Ford E-Transit Cargo Trucks
KMB Architects, Inc	\$ 58,104.22	Police Department Facility
Puget Sound Energy, Inc	\$ 92,001.85	Utility Bills

JULY IS PARKS AND RECREATION MONTH

Jen Burbidge - Parks, Culture & Recreation Director

CITY COUNCIL Meeting 7.2.24







Scheduled Facebook Post









2023 ANNUAL REPORT

Recreation Manager Sue Falash

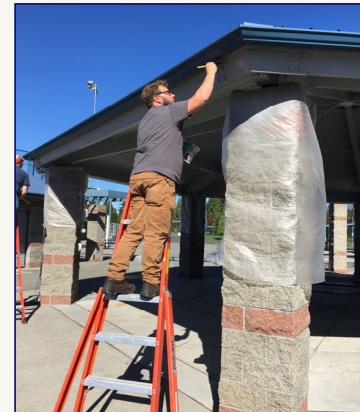
CITY COUNCIL Meeting 7.2.24



Parks, Culture & Recreation



Parks Maintenance



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

LACEY PARKS, CULTURE & RECREATION

Recreation 284,425

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

HOURS OF RECREATION GENERATED INCLUDING EVENTS

74,361

PARTICIPATION IN EVENTS/PROGRAMS



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 PROGRAMS

61,810

Total Hours of Recreation Generated

8,213

Total Enrollment

661

Programs / Classes Offered

\$628,927

Total Revenue

LACEY PARKS, CULTURE & RECREATION



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 Scouts of WW
- Little Gym
- Puget Sound Energy
- ULINE
- Black Hills FC
- Mecon'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
- Farrell's Pizza

In Kind

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



FINANCIAL ASSISTANCE PROGRAM

\$10,616.5

Financial Assistance
Allocated

\$7,874

Financial Assistance
Used

57

Unique Households

60

Unique Participants

Partnerships & Budget

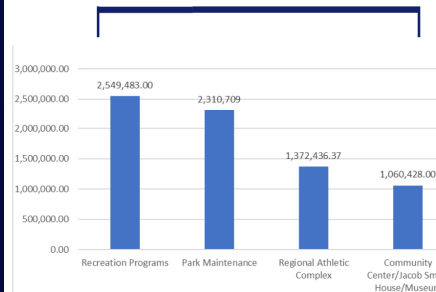
PARTNERSHIPS

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.



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.

VOLUNTEER INVOLVEMENT



\$67,097

Value of Volunteer Time

2,711

Hours at Events / Programs

652

Hours in Parks

LACEY PARKS, CULTURE & RECREATION

LACEY PARKS, CULTURE & RECREATION



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



LACEY PARKS, CULTURE & RECREATION

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

LACEY PARKS, CULTURE & RECREATION



