



**City of Lacey, Washington**  
**LTAC Approved Meeting Minutes**  
**Wednesday, August 9, 2023 - Council Chambers and Online**

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**Call to order**

**Roll Call**

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

LTAC COMMITTEE MEMBERS ABSENT: None

COUNCIL PRESENT: Deputy Mayor Malcolm Miller

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

**1. Public Comment**

No public comment was provided.

**2. Approval of Agenda, Previous Meeting Minutes, and Consent Items:**

**A. Approval of Agenda**

**Chad Carpenter moved to approve the agenda and previous minutes. Ruth Weigelt seconded. Motion carried.**

**B. Approval of September 30, 2022, Meeting Minutes**

**Ruth Weigelt moved to approve the agenda and previous minutes. Chad Carpenter seconded. Motion carried.**

### **3. Business Items:**

#### **A. Budget Update**

Troy Woo, Finance Director

Woo provided information on the LTAC fund balance, year-to-date 2023 LTAC fund use, and LTAC reserves.

#### **B. LTAC Policy, Procedures, and 2024 Funding Priorities Review**

Sadie Siglin, Management Analyst

Siglin provided information on the LTAC processes of several other Washington jurisdictions. Based on this analysis, Siglin recommended several LTAC policy updates for Lacey, including: using online applications, implementing a scoring rubric, having supplementary presentations, and establishing funding priorities. Discussion ensued.

The Committee directed City staff to continue to allow paper applications this year, in addition to introducing online applications. The Committee also directed staff to provide a scoring rubric for review use on a pilot basis for this year. Even with the use of a scoring rubric, final funding recommendations remain at the discretion of the Committee.

#### **C. 2023 Meeting Schedule**

Sadie Siglin, Management Analyst

The Committee reviewed a proposed timeline for 2023 LTAC process and determined future 2023 LTAC Committee meeting times.

### **5. Adjourn**

**Chair Miller adjourned the meeting at 3:23 p.m.**

Minutes approved September 13, 2023

