

MINUTES OF THE LACEY CITY COUNCIL WORKSESSION

THURSDAY, SEPTEMBER 8, 2022

6:00 P.M. – 7:37 P.M.

REMOTE AND IN-PERSON

To hear the full discussion of a specific topic, or the complete meeting, watch the recorded meeting available on YouTube – <https://www.youtube.com/watch?v=d-R2AZ-34w8>

COUNCIL PRESENT: MAYOR RYDER (REMOTE), DEPUTY MAYOR MILLER, COUNCILMEMBERS COX, GREENSTEIN, STEADMAN (REMOTE), KUNKEL AND VAZQUEZ

STAFF PRESENT: S. SPENCE, J. BURBIDGE, S. KELLEY-FONG, D. SCHNEIDER, R. ANDREWS, E. FONTAINE

ACTION: APPROVE WORKSESSION AGENDA

MOTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBERS GREENSTEIN AND KUNKEL

CAPITAL FACILITIES PLAN BRIEFING

PRESENTERS: RYAN ANDREWS, PLANNING MANAGER

JULIE BASSUK, PARTNER IN CHARGE, MAKERS ARCHITECTURE &
URBAN DESIGN

BETH BATCHELDER, PROJECT MANAGER, MAKERS ARCHITECTURE &
URBAN DESIGN

ACTION: INFORMATION ONLY

The purpose of the Lacey Capital Facilities Plan is to strategically address deficiencies and manage assets, anticipate growth and constraints, and reflect organizational culture and jumpstart transformations.

Preliminary findings of the study were reviewed and discussed with staff and Council. Highlights included the following:

Key Findings:

- 21% more space required to meet current needs
- 41% more space required to meet future needs
- Public Works Operations space is a critical need

- City Hall exceeds square footage requirements, if harnessed to its potential
- Animal Services is undersized and functioning poorly

Summary Findings:

- Many facilities unable to accommodate growth.
- Public Works and Animal Services facilities require significant investment and additional space.
- City Hall central and east wings (once vacated by Police) can accommodate growth, but require extensive renovation to upgrade building systems, meet current code, and update workspaces.

Specific details on the key findings, draft recommendations and next steps were highlighted for the following areas:

- Public Works Operations
- Joint Animal Services
- Parks, Culture & Recreation
- Administration

Cost estimates, industry price increases and next steps were discussed in detail. Next steps included the following:

- Share project information at Children's Day
- Pause to dig deeper into City Hall and Animal Services solutions
- Collaborate with City Leadership and Finance to develop the citywide phasing and funding plan
- Update the public at a virtual open house in the New Year.

Council expressed support for moving into the next phase.

HISTORICAL COMMISSION TERMS

STAFF: JENNIFER BURBIDGE, PARKS, CULTURE & RECREATION DIRECTOR

ACTION: INFORMATION ONLY

Jen Burbidge, Parks, Culture & Recreation Director, presented proposed changes to the Historical Commission Terms.

The Lacey Historical Commission was formed in 1979. At the time, there were nine Commissioners. Terms were staggered to ensure consistency; every year three

Commissioners' terms would expire. That first year three people had a one-year term, three people had a two-year term, and three people had a three-year term. Thereafter, terms were for three years. Over the years, a number of events occurred that created a situation where in 2022, there are five Commissioners' terms expiring in 2022, two expiring in 2023, and none had expired in 2021.

In order to return to regularly staggered expiration dates, staff proposed term updates. The Historical Commission reviewed and approved the changes at their April 20, 2022, meeting. Council expressed support to the proposed changes. The item will be presented at a future regular meeting for approval.

FLAG POLICY REVIEW

STAFF: SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER
ACTION: INFORMATION ONLY

Shannon Kelley-Fong, Assistant City Manager, reviewed the current Flag Policy and presented the Commission on Equity's (COE) recommended changes.

The COE recommended the following revisions:

- Purpose of the policy
- That City flagpoles are to be used exclusively by the City as a form of government expression
- How flags are to be displayed
- The Commission on Equity's role in the process
- Approval information

The COE also recommended the following Flag additions:

- Display the **Progress Pride Flag** – *June 1 to June 20, exception noted*
- Display the **Juneteenth Flag** – *3rd Weekend to June 19 or June 19 through 3rd Weekend at RAC/City Hall, whichever comes first*
- Display **Nisqually Tribe Flag** – *November 1 to November 15, with consent*
- Display **Squaxin Tribe Flag** – *November 16 to November 30, with consent*

Council directed staff, with consent of the tribe, that the Chehalis Tribe Flag be included in the additions.

Council discussed scheduling conflicts with multiples flags, as well as having the COE be required to review all flags.

Staff will make adjustments based on Council direction and present the item at the September 15, 2022, regular Council meeting for action.

RFP FOR PEG SERVICES

STAFF: SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER

ACTION: INFORMATION ONLY

Shannon KelleyFong, Assistant City Manager, presented on the Public, Educational and Governmental Access (PEG) services and RFP updates.

PEG channels are not mandated by federal law, rather they are a right given to the franchising authority, which it may choose to exercise.

- **Public** access channels are available for use by the general public. They are usually administered either by the cable operator or by a third party designated by the franchising authority.
- **Educational** access channels are used by educational institutions for educational programming. Time on these channels is typically allocated among local schools, colleges and universities by either the franchising authority or the cable operator.
- **Governmental** access channels are used for programming by local governments. In most jurisdictions, the local governments directly control these channels.

Over the past ten years, cable and community access television has rapidly changed due to smartphones and other accessible video technologies, as well as proliferation of social media platforms for communication. Nationally cable subscribers are declining as more consumers are going “cordless” with subscriptions to streaming services.

The Cities of Lacey, Olympia, Tumwater, and Thurston County have entered into an Interlocal Agreement for an RFP for PEG television production and programming services. Each of the jurisdictions have a 10-year non-exclusive franchise agreements with Comcast that expire in 2031.

Staff also highlighted the jurisdictions’ current operating agreements with TCMedia for PEG services which expires on December 31, 2022. TCMedia provides Public Access services with TCTV.

The RFP allows the City to comprehensively evaluate future media services. The anticipated timeline for the RFP includes:

- Issue RFP mid to late September 2022
- Allow time for questions and opportunities to see existing equipment

- Execute a contract no later than mid-December, if desired
- Commence services on January 1, 2023