



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

Refer to the bottom of the agenda for meeting information.

Wednesday, November 6, 2024

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. 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](#).

4. Approval of Agenda and Minutes:

- A. Approval of the Agenda*
- B. Approval of October 2, 2024 Minutes*

5. Public Comment:

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

6. Business Items:

- A. **Outdoor Program and Teen Late Night Program Update**
Cody Lee, Recreation Supervisor
- B. **Special Events and Park Rental Policies Update***
Sue Falash, Recreation Manager

C. **2025 Presiding Officer Nominations and Elections***

Jenny Wilson, Senior Parks Planner

D. **2025 Parks Board Work Plan***

Jenny Wilson, Senior Parks Planner

E. **2025 Proposed Lacey Parks, Culture and Recreation Budget***

Sue Falash, Recreation Manager

F. **Specialized Recreation Agreement***

Sue Falash, Recreation Manager

7. Reports:

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

8. Adjourn

*Vote Requested

Next Meeting:

Parks, Culture and Recreation Board Meeting: December 4, 2024, 5:30 PM, Council Chambers and online

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/webinar/register/WN_1RD9N1uvSJGDAi8DxIxRyw

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

YouTube: <https://www.youtube.com/watch?v=Feup8tAEBHQ>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 814 5011 7759)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

a. Name



- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

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

In Person: Use the sign-up sheet at the meeting location.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_1RD9N1uvSJGDAi8DxlxRyw

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

Written Public Comment

Please submit written public comment to PRPublicComment@cityoflacey.org up to two hours prior to the start of the meeting. 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 included in the next available Parks, Culture, and Recreation Board packet under Correspondence.



Parks, Culture & Recreation Correspondence

Date	From	Correspondence	Response
10.2.24	Kelly M.	What is the nature of the construction at the west end of McAllister Park? It looks like a stormwater detention is being bulldozed where the most extensive remnant of native south Puget Sound prairie vegetation existed. There was camas, Roemer's fescue and other native prairie plants prior to this work. With the Oregon white oak savannah on this park site, it was an extraordinary remnant of an iconic Thurston County landscape. Follow-Up Question: Thanks. I did find those project descriptions yesterday after I sent the message to Lacey Parks. I see the mention of planting oak as mitigation for the removal of oaks from the road right-of-way. Was there any mitigation for the impacts to native prairie understory? In addition to the extensive excavation there appear to be impacts to the Lacey Parks parcel from the staging of equipment, parking of worker vehicles and placement of a mobile office building.	Reply from Senior Parks Planner Wilson: Hi Kelly, Thanks for reaching out. Thurston County is constructing road improvements between 22nd and Union Mills. A round a bout at Marvin and 19th is included in the plans. Full project detail can be found at the County's project page: https://marvin-road-thurston.hub.arcgis.com/ Follow-up Reply: In Feb of 2020 the City of Lacey sold a portion of property for \$179,000 in preparation for the project. The area in red is the City of Lacey park property, and green is now Thurston County property. Mitigation questions for areas in green would need to be directed to the County directly. In addition, as part of this project, the City has allowed the County use of the park property under these conditions: Protect trees, root systems, and existing landscaping from damage with all due caution. Damage will initiate a claim against the contractor; Cover stockpiles per 8-01.3(5) of the WSDOT Standard Specification. ; Restoration shall return anything damaged by construction to their original condition or to a condition superior to the original condition. Sod or topsoil and seed may be used in lawn areas per WSDOT Standard Specification 8-01.3(2). ; Active Construction, Inc. shall be required to seed the area in the spring of 2025 and protect that seed with applicable erosion control requirements. Active Construction, Inc. shall return in the fall of 2025 to re-seed any areas that, in the opinion of the City of Lacey inspector, did not take.
10.2.24	Irina O.	I live next to Wonderwood Park. The park hours are stated as 7am to dusk. However, the park gates are never closed at dusk, as well as opened at 7am. The gates are open around 5am and are closed at different times, but usually between 9 and 10pm. This is a big concern for us, as well as other neighbors, as keeping the gates open when the park is technically closed, makes it prone to different inappropriate, and potentially illegal, activities. We are repeatedly woken around 5am as visitors start to arrive and behave loudly. This interfere with our ability to get an adequate sleep and consequently with our work performance. In the evening during the after hours, people sometimes dump trash or large items, as well as conduct other illegal activities. For example, last evening, the first of October, around 9:20 pm we've heard a loud explosion on the parking lot near Stikes Ave. When my husband, along with other neighbors, went out to see what was going on, they saw a setup for a large fireworks that someone fired in the empty but open parking lot, and immediately drove away. If the park gates would actually be closed after the hours, it would serve as a deterrent and would make it more difficult for people to engage in those inappropriate or illegal activities.	Reply from Parks Maintenance Supervisor Jamie Oakland: Good morning Irina, I received and understand your concern about the park closure and opening times at Wonderwood Park. As I am sure you have seen, we contract the services of a security company to open and close our parks daily. We have an outstanding relationship with the company and they provide an instrumental service to our parks every day. As you mentioned, our parks are open from 7:00 to dark every day. It takes time to drive to each park and open every gate and bathroom so the crew must start well before 7:00 AM every day to ensure they are all opened by 7:00. The same is true for locking the parks after dark. If the first park is not locked until dark, the last park to get locked is significantly later than that time. Additionally, the lock up time can vary greatly depending on the conditions in the parks. If the security contractor has to wait for people to exit the parks so they can lock gates, they can get quite delayed in getting to the last sites.
10.2.24	Amy A.	Just wanted to send you a quick email and say thank you to you and the maintenance crew for making our wedding really special! We had an amazing day thanks to all of you! You guys are the best!	

10.10.24	Jeff M.	Photos were sent showing a tent at Wanschers Park indicating someone is possibly camping in the park.	Reply from Parks Maintenance Supervisor Jamie Oakland: Thank you for reporting the camper at Wanschers Park last week. Our Community Resource Unit (CRU) was unavailable Friday and yesterday. The CRU is a Lacey PD team that responds to homeless related issues to connect people with resources. Our Parks Maintenance staff were in contact with the camper who was very interested in accepting whatever resources our Mobile Outreach Team (MOT) could provide. The CRU returned today and were able to connect the camper with the MOT resources. The camper was also trespassed and given 72 hours to vacate park property. The camper was adamant that he will not leave anything behind, when he vacates. We will double check on Friday and remove any belongings, if any, that have been left behind. Again, thank you for reporting the issue.
10.9.24	Sarah O.	We are currently at the Lacey Depot Park and went to go sit in the Depot building for a late lunch. Upon walking up with my 4yr old, we immediately turned around due to an individual camping in there and taking up half the building with his trash and items. As I can understand situations are tough, this doesn't seem safe or hygienic for the children that are here at the park. Very unfortunate to see.	Reply from Parks Maintenance Supervisor Jamie Oakland: I spoke to Sarah on the phone this morning, rather than respond in writing. I thanked her for reporting the issue and empathized with her frustration. I told her that we try our best to keep an eye on the facility and when people are set up and obstructing others from using the space, to encourage them to move along. I informed her that we spent over two hours of staff time last Friday helping two homeless people move all the belongings off of park property and that we are happy to assist when we are aware of issues impacting park use. She was genuinely appreciative of our Parks and our efforts to make spaces safe and useable.

10.17.24	George R.	I've noticed that there are about six EV charge stations fenced off from use in the parking area at the Regional Athletic Facility. Their status seems to be completed but not used. Can you please tell me why they appear to be on hold. What you are planning to do to make them available for public use? I am sure you know that EV charging facilities are in extremely short supply in this area, and the few rapid chargers that are available, in Lacey, charge exorbitant rates approximately 5 times the current residential rate per kWh for charging EV's. I live nearby and have a level 2 charger at home and I use rapid chargers state wide when we travel. I am quite familiar with the crazy wide the diversity of prices for Rapid charging. People too friendly with the Fossil Fuel industry think that Electricity for EV's should be price high enough to nullify the roughly six to one cost advantage that Electricity has over gasoline on a per mile traveled basis. Some others like the Columbia River Peoples Utility District on route 30 in Oregon, charge just the going residential rate and throw in free WiFi while you charge there. I personally think that the rate for EV charging should cover the first cost recovery and maintenance of the stations over the full life of their use. The worst thing RAC could do with theirs is to privatize their operation. Privatization would assure the highest possible pricing and the worst possible maintenance and service. Visitors to my house who arrive with EV's often ask about finding a charger, and I have to tell them the bad news that they are going to get seriously over charged for electricity in Lacey if they go to Wall Marts Charging stations. I then generally let them charge up while they visit on my Level 2 charger for free. a full charge on most Ev's would use less than \$5 worth of electricity at residential rates, and very few people when they plug in to recharge actually add more than half that . I am hoping that Lacey is going to either operate the charging stations themselves or turn over the management of their charging stations to the local public utility and set the rates based on the actual costs of providing the service plus a small margin sufficient to cover making eventual replacement of the systems. That would add capacity to currently un-competitive market place for EV recharging services in Lacey, at a completely fair and sustainable, but significantly lower, price. I think also that if you leased a spot or two for food trucks adjacent to the chargers in the parking area, they would also do very well all the time, and you would make a significant amount of money from the triple net parking spot lease, percentage of their gross revenues, and B&O tax. Your recreational users would love that I am sure. I hope this gets considered, and something happens soon to make those chargers available for public use.	Reply from Senior Parks Planner Jenny Wilson: Hello Mr. Robertson, While the RAC chargers may look operational, there were some technical issues with them. The fencing should be removed shortly and should be operational within the next 30 days, after we complete the testing phase. Currently, we are installing Level-2 and DC Fast Chargers at City Hall, the Community Center, and a Level-2 at the Library. Once those are complete they will join our expanding footprint throughout the City. As for the pricing, back in August the City Council approved a pricing policy, in which the City would only recoup operating, replacement, and energy costs. Within this policy there will be an idle/overstay fee, which will be charged to users once their vehicle has stopped charging. This is to ensure that we can make these chargers available to as many users as possible. As you mentioned below, there are not many fast chargers in the area and without this fee there is not an incentive to move your vehicle. Here are the rates that were approved by the City of Lacey Council:DC Fast rate will be \$0.35 per kWh, Level-2 rate will be \$0.19 per kWh, Idle/Overstay is \$0.40 per minute with a 15 minute grace period. Thanks the suggestion of a food truck. I will pass it along for consideration. Currently, we have a concession contract that food trucks would conflict with.
10.22.24	Mark H.	It's been many months since you completed the new parking area at the RAC. All of the six EV chargers are still fenced off and are not available for park users who drive EV's. When will they be available. Colder weather in winter reduces EV range and some park users might need that charging service. Thanks for a response.	Reply from Senior Parks Planner Jenny Wilson: Thanks for reaching out. There were some technical issues with the EV chargers. The fencing should be removed shortly and they should be operational within the next 30 days, after we complete the testing phase. We are also excited for the community to begin using them. Thanks for your patience!



Lacey Parks, Culture and Recreation Special Events and Park Rental Policies and Procedures

Philosophy Statement

The purpose of the Lacey Parks, Culture and Recreation Special Events policy is to provide a space for activities which are recreational, social or civic in nature.

Public/Private/Private-Non Profit/Commercial Use groups may reserve parks per the reservation process. These groups may reserve additional "turf" area per Lacey Parks, Culture & Recreation's *Special Events and Park Rental Use Agreement*, not through the athletic field use application. The additional "turf" area may be an athletic field as long as it does not conflict with typical program use, negatively impact the athletic field surface, and other athletic fields are available to the public within the park.

Amenities such as a skate park, pickleball/tennis/volleyball/basketball courts, playground equipment, etc. will not be reserved and will remain open to the general public.

Additional policies can be found in the Special Events and Park Rental Application will apply to festivals and special events unless it is a City event, co-sponsored by the City or sanctioned by the City.

Definitions

Commercial- all individuals, groups or businesses, who charge a monetary admission, class fees, sell tickets, food or other items, solicit funds or donations, offer other for-profit activities or promote a commercial business. Such usage includes but is not limited to bazaar or craft sales, kids camps, children's programming (daycares/preschools), fundraisers, concerts, performances, and/or fitness events where admission is charged for entry or any event that includes food or merchandise vendors are considered commercial use.

Special event- any fair, festival, concert, performance, show, parade, run/walk/bike, or other publicly attended entertainment or celebration which is to be held in whole or in part upon publicly owned property or public rights-of-way, or if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of such event.

Application Procedure

Renters must submit a [Special Events and Park Rental Application](#) for any of the following:

- Events open to the public
- Commercial events (individuals, groups or businesses who charge a monetary admission, class fee, sell tickets, food or other items, solicit funds or donations, offer other for-profit activities or promote a commercial business).
- Requests for beer gardens or alcohol (wine or beer only.)
- All tournaments or requests to regularly occupy an athletic court, field or facility.
- At the request of the department

Special Events and Park Rental Application not received by the Parks, Culture & Recreation Office at least 30 working days in advance of the event date will not be considered.

The renter is responsible for obtaining any additional applicable permits for a commercial event including, but not limited to, City of Lacey business license, Special Event Permit, food worker-card and right of way permit.

Fees

Under 3 acres: Half day Rate = for up to 6 hours per day of event operation

Under 3 acres: Full day Rate = for up to 12 hours per day of event operation.

Over 3 acres: Staff will determine fee based on actual acreage used.

Non-profit = per booth per day

For-profit = per booth per day

Facility Rentals:

- No refunds for inclement weather or violation of Park rules and Regulations.
- There is a \$10 non-refundable cancellation fee.
- Cancellations must be made in writing at least 14 days prior to your reservation. Email is acceptable: laceyparks@CityofLacey.org
- Requests made less than 14 days prior to your rental date will result in the loss of the rental fee.

General Guidelines

Customer Responsibilities

- Full disclosure of your event is required, including estimated attendance (maximum 75 people per shelter), nature of your event, set up and equipment use.
- Each individual in the group must obey all applicable Lacey Parks, City, State and Federal rules, ordinances, laws and regulations.
- Renter must provide general adult supervision & control over all activities to prevent injury or damage to property & participants.
- Renter must provide general clean-up of rental site, including confetti, decorations, balloon remnants, etc. and the removal of all trash which exceeds the capacity of the trash cans provided.

Facility Use Guidelines

- Per WAC 173-60-040, music/audio must not be audible over a distance of 50ft or 60 decibels.
- Inflatables of any kind ARE NOT PERMITTED for general shelter reservations, including but not limited to bounce houses, slides & water features. Unapproved equipment will be removed and may result in trespass from the park. The Parks, Culture and Recreation Director may approve Inflatables for Special Events with approved Special Events Form, Special Events and Park Rental Use Agreement and insurance.
- Canopies measuring up to 10'x10' are allowed and must be weighted down. Digging and/or driving stakes into the ground is prohibited. If you bring a gas bbq, it must be used on the cement pad and must not leave any type of residue on the surrounding area.
- Decorations/signs are restricted to the covered shelter area and may only be affixed with tape or string.
- Public access: The reservation area consists of the covered shelter, picnic tables & bbq directly adjacent to the shelter and does not include athletic fields unless requested in the application process. Vehicles may not be driven or parked on sidewalks, paths or grass.
- City of Lacey ordinance 7.04.050 requires all dogs to be on leash and all fecal matter removed. Dogs are NOT allowed in children's play areas, on athletic fields.
- Sale of merchandise and/or admission is not permitted in any City park. (Exception: City of Lacey sponsored events and/or vendor contracted with the City).
- Alcoholic beverages may be allowed at the Regional Athletic Complex, Rainier Vista Community Park, Huntamer Park and The Depot with approved Special Events and Park Rental Application and insurance. The Parks, Culture and Recreation Director may approve Alcoholic beverages at other locations for Special Events with approved Special Events Form, Facility Use Agreement and insurance.

Lacey Parks, Culture, and Recreation Board

2025 WORK PLAN

Approved:

Task	Responsible Commissioner	Status	Target Completion date
ONGOING			
1. Parks, Culture & Recreation Staff Updates			
2. Annual Budget, Parks Capital Improvement Program and City Capital Facilities Plan Update			
3. Grant Opportunities			
4. July is Parks & Recreation Month			
5. Annual Report			
6. Regional Trails Plan			
CONSTRUCTION PROJECTS			
7. Woodland Creek Park Bridge & Fencing	All	Upcoming agenda	Fall 2025
8. Wonderwood Park Trail & Court Upgrades (Sunset)	All	Upcoming agenda	Summer 2025
9. RAC Ballfield Safety Netting	All	Upcoming agenda	Summer 2025
10. Greg Cuoio Park Phase 1A Construction	All	Upcoming agenda	Spring 2025
11. Long's Pond Dock Replacement	All	Upcoming agenda	Spring 2026
SPECIAL PROJECTS			
12. Parks Improvement Funding Workgroup	All	In progress	Fall 2024
13. Park Facilities Security Camera Expansions	All	Upcoming agenda	Summer 2025
14. Community Garden Pilot Project / WCFF	All	In progress	Pending non-profit partner
15. Dogs Off Leash Issues, education	All	Upcoming agenda	Spring 2024
16. Financial Assistance Policy Review	All	Upcoming agenda	Winter 2025
17. InterCity Transit Walk N Roll Partnership	Chair Goodwin	Upcoming agenda	Summer 2025
18. RAC Kiosk	All	In Progress	Fall/Winter 2024
19. Arbors Park Lease Agreement	All	In Progress	Winter 2025
20. Research Long Lake House and Possible Demo	All	In Progress	Spring 2025
PARK RULES			
21. Metal Detecting Update	All	Upcoming agenda	Spring 2025
22. Ebikes & Escooters Update (with partners)	All	Upcoming agenda	Spring 2025
23. Affixing Signs Update	All	Upcoming agenda	Spring 2025
24. Mobile Vendors in Parks Consider & Research	All	Upcoming Agenda	Summer 2025
PLANNING			
25. RAC Phase 3 Planning & Design	All	Upcoming agenda	Spring 2025
26. NTPS Young Child & Family Center Feasibility	All	In progress	Spring 2025
27. Lake Lois Habitat Reserve – update interpretive signage & brochure	All	Upcoming agenda	Spring 2025
28. Greg Cuoio Park Phase 1A Design & Financial Plan	All	In progress	Fall 2024
29. RAC Wifi Pre-Design	All	Upcoming Agenda	Fall 2025
30. Bush Park Playground Replacement	All	Upcoming Agenda	Fall 2026
31. McKinney House and Parcel Assessment	All	Upcoming Agenda	Winter 2025
32. Rainier Vista – Pickleball and Ping Pong	All	Upcoming Agenda	TBD Awaiting Grant Funding
33. RAC Lights LED Conversion	All	Upcoming Agenda	Will pursue in 2026 grant cycle

2025 Budget Requests (pending final council approval)

Approved Budget Requests

Location	Budget Description	Amount
Greg Cuoio Park	Planning and development of phase 1A	\$6,479,550
Woodland Creek Community Park	Construction costs for the replacement of the bridge at WCCP.	\$370,000
Woodland Creek Community Park	Replace the existing dock due to failing infrastructure.	\$256,000
Long Lake Park	Demolition costs for a house on the property	\$120,000
RAC Phase 3	Phase 3 Planning and Design	\$1,500,000
Lacey Parks, Culture and Recreation	Day Camp financial assistance to students in NTPS who are low income/at-risk and would otherwise not be able to afford these experiences.	\$7,000
Lacey Parks, Culture and Recreation	Increase in professional services fund for special event inflatables, sound support, and performer fees.	\$10,000
Lacey Museum	Lacey will be printing and continuing to sell the publication. <i>Thurston County: Water, Woods, and Prairies: Essays on the History of Washington's Capital County</i> , edited by Sandra A. Crowell and Shirley A. Stirling,	\$15,000
RAC	Replace 4 portable pitching mounds	\$28,000
RAC	Replace 2 soccer goals	\$15,000
RAC	Professional Services for porous concrete cleaning	\$10,000
Lacey Depot Park	Seal coat application to preserve the rubber play surface at the Depot playground	\$13,000
Community Center	Floor sanding and reseal	\$50,000
Jacob Smith House	Shaker Roof Replacement	\$150,000

Not Approved Budget Requests

Location	Budget Description	Amount
Parks	Rapid Response Team – Permanently fund the RRT positions, originally only funded through 2025	\$184,000
RAC	Increase for water, utility, and fire insurance at the RAC	\$10,000
Greg Cuoio Park	Journey Level Maintenance Tech position	\$109,600
Greg Cuoio Park	Equipment: truck, large area mower, trailer, and ATV	\$290,315
Greg Cuoio Park	Equipment rental charges	\$49,700
Greg Cuoio Park	Small tools, staff training, uniforms, and computer equipment/support	\$11,150
Parks	General line item increases for supplies, uniforms, overtime, fuel, communications, rentals, insurance, and water utility to keep up with increases in costs	\$63,000



STAFF REPORT

October 24, 2024

SUBJECT: Interlocal Agreement Regarding the Provision of Specialized Recreation Services

RECOMMENDATION: Approve and sign Interlocal Agreement with Thurston County regarding the Provision of Specialized Recreation Services.

TO: Rick Walk, City Manager

FROM: Jen Burbidge, Parks, Culture and Recreation Director *JB*
Sue Falash, Recreation Manager *SR*

ATTACHMENTS: 1. Interlocal Agreement Regarding the Provision of Specialized Recreation Services.

FISCAL NOTE: Funding in the amount of \$8,377 is included in the approved 2025 Budget for Professional Services – Sunshine Program, account 001.7403.574.4137.

PRIOR REVIEW:

BACKGROUND:

Thurston County is again proposing an Interlocal Agreement, between the City of Lacey and Thurston County, for the purpose of documenting the services and payment of funds for the Specialized Recreation Program that has been offered to people under this model partnership since the early 1990's. Thurston County provides a countywide Specialized Recreation program for persons with developmental or physical disabilities, with contribution of funds from the cities of Lacey, Olympia, and Tumwater. The Cities of Olympia and Tumwater will each be parties to respective interlocal agreements with Thurston County.

As per the agreement, the City of Lacey would contribute \$8,377 per year toward Specialized Recreation programs. This is the same amount that has been contributed per year since 2016. The agreement would be for a period of three years, 2025 through 2027, assuming City Council's passing of the budget each year.

ADVANTAGES:

1. This collaboration has served our City residents very well in the past. It is to our collective benefit to continue this partnership to provide an efficient delivery of a much needed, valued and highly regarded service.
2. Specialized recreation programs offer social interaction opportunities, as well as fitness and fun.

DISADVANTAGES:

1. No disadvantages are foreseen.

AGREEMENT FOR RECREATION PROGRAM

THIS AGREEMENT is between Thurston County (“County”), and the City of Lacey (“City”).

WHEREAS, RCW 67.20.020 allows a city and county to enter into an agreement for the purpose of conducting a recreation program; and

WHEREAS, the City desires to provide a recreation program for individuals with developmental disabilities; and

WHEREAS, the County is willing to provide such a recreation program to the City pursuant to the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual benefits and covenants contained herein, the City and the County agree as follows:

I. DURATION

This Agreement takes effect on the date of the last authorizing signature on this Agreement through December 31, 2027, unless otherwise terminated in the manner described under the termination section of this Agreement.

II. SCOPE OF SERVICES

A. Responsibilities of the County:

1. The County shall offer a minimum of 370 hours of recreation programs for youths and adults with developmental disabilities, including program marketing and registration, and program administration, during the term of this Agreement. Programs will include, but not be limited to, Day Trips, Monthly Events, and Fitness Programming. The recreation programs are regional in nature and that no recreation program provided under this Agreement may be limited to residents of the City.

2. The County may use volunteers to assist in the provision of the recreation programs. County shall screen employees and volunteers, as required by law, who assist in the recreation programs.

3. The County shall invoice the City on an annual basis at the beginning of each Agreement year for the recreation programs provided herein by the County.

4. The County may request the City to provide the use of City facilities for conducting recreation programs, subject to availability. The City shall invoice the County on an hourly rate basis for facility use. The hourly rate must be agreed upon by the County and the City before each use, and the rate must include the direct cost of facility use and any staffing, if needed, as provided by the City. The County shall pay the City the mutually agreed hourly rate within 30 days of receipt of the City’s invoice.

B. Responsibilities of the City:

1. The City will refer those seeking to participate in recreation programs geared toward people with developmental disabilities to the County programs as an option for obtaining recreational services. The City may provide website links to the County's specialized recreation webpages and other appropriate marketing opportunities.

2. The City shall pay the County an annual amount as set out in Section III for the recreation programs provided for in this Agreement within 30 days of receipt of an invoice from the County.

3. At the County's request, the City shall provide the use of City facilities for conducting recreation programs, subject to availability. The City shall invoice the County on an hourly rate basis for facility use. The hourly rate must be agreed upon by the County and the City before each use, and the rate must include the direct cost of facility use and any staffing, if needed, as provided by the City. The City shall provide to the County written documentation of the hourly rate prior to the use of City facilities.

C. This Agreement is for the benefit of the parties, and no third party beneficiary relationship is intended.

III. COMPENSATION

The City shall pay the County the yearly amount of \$8,377 for recreation programs provided by the County as set forth in this Agreement. In the event services are suspended due to long term non-financial emergencies that make specific services undeliverable, the County shall refund payment based on a monthly amount of \$698.08 for every month programs are suspended.

IV. INDEMNIFICATION

A. To the extent permitted by law, the County agrees to defend, indemnify, and hold the City, its elected and appointed officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including reasonable attorneys' fees, arising out of or in connection with the County's performance of this Agreement, except to the extent such claims, injuries, damages, losses, or suits are caused by the negligence of the City. No liability attaches to the County by reason of entering into this Agreement except as expressly provided herein.

B. To the extent permitted by law, the City agrees to defend, indemnify, and hold the County, its elected and appointed officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including reasonable attorneys' fees, arising out of or in connection with the City's performance of this Agreement, except to the extent such claims, injuries, damages, losses, or suits are caused by the negligence of the County.

V. TERMINATION OF AGREEMENT

A. Either party may terminate this Agreement upon a minimum of 90 days written notice to the other party using the method of notice provided for in this Agreement. The effective date of the termination will be December 31 of the current year in which notice of termination is given.

B. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way during the term of this Agreement, either party may, upon written notice to the other party, terminate or suspend this Agreement. Notwithstanding any provision to the contrary, funding under this Agreement beyond the current appropriation year is conditional upon the appropriation by each party's governing body of sufficient funds to support the work described in this Agreement. Should such an appropriation not be approved, the Agreement terminates at the close of the current appropriation year and the parties shall negotiate any refunds if applicable.

VI. RELATIONSHIP OF PARTIES

Employees of the City and the County remain at all times under the direction and control of their original party and the performance of work for the other party pursuant to this Agreement does not change that relationship for any purpose. Neither the City nor the County may be deemed to have agreed to pay the other party's employees any wages or benefits afforded to its own employees. Further, the City and the County responsibilities to its own employees for work place injuries remain unchanged by this Agreement.

VII. NOTICE

Any notice required under this Agreement must be sent, in writing, to the party at the address listed below and becomes effective three days following the date of deposit in the United States Postal Service.

CITY

Attn: Sue Falash
402 College St SE
Lacey, WA 98503

COUNTY

Attn: Tracey Villanueva
412 Lilly Road NE
Olympia, WA 98506

VIII. INTERPRETATION AND VENUE

This Agreement is be governed by the laws of the state of Washington. Any action arising out of this Agreement must be instituted and maintained in the Superior Court of Thurston County, Washington.

IX. ENTIRE AGREEMENT

This Agreement sets forth all terms and conditions agreed upon by the City and the County and supersedes any and all prior agreements oral or otherwise with respect to the subject matter addressed herein.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year written below.

CITY OF LACEY

THURSTON COUNTY

Rick Walk, City Manager

Schelli Slaughter, Director
Public Health and Social Services

Dated: _____

Dated: _____

APPROVED AS TO FORM:

David Schneider, City Attorney

**Program Updates
July-September 2024**

Aquatics

Had 943 swim lessons completed this summer, which would be the most amount of any summer since 2019. Hired 3 new staff members and retained full aquatics staff for the fall programming period.

Swim Lessons: Changed structure of swim lesson classes to allow for more movement from level 3-4. This allowed us to accommodate more waitlisted level 3 swim lessons than ever, this summer we instructed 499 level 3 swim lessons, which would match the most we have taught in a year in the civic rec era. We also taught more Level 1, 2, and 4 swim lessons than we have in previous summers.

Aqua fitness: Increased aqua fitness offerings to add additional 3 weeks of swimming. Moving aqua fitness to RRHS in the fall to allow for more lane availability due to consistent waitlists.

Family Open Swim: Offered 18 Family Open Swim Sessions this summer, which removed a waitlist from all family open swim classes.

Special Events

Lacey Fireworks Spectacular set record attendance based on drone crowd view and geofencing counting 25,664 cell phones plus those without cells over 30,000 folks in Rainer Vista Park. Lacey in Tune celebrated 30 years of free summer entertainment, we tested a Wednesday evening concert to great response.

Lacey Fireworks Spectacular

Record breaking attendance with 25,664 unique cell phones counted within the park that day! Everyone enjoyed live music, dancing to disco and the latest hits, the circus in the kid zone was popular along with the inflatables. Food truck lines were long with lots of great options, and the night wrapped up with an amazing fireworks display set to music. Multiple city departments continue to make this a fun, safe, spectacular event with Police (and Lacey Fire) Public Works, Parks, and Public Affairs. We also want to recognize our sponsors! Twin Star Credit Union and Capital Development Fireworks sponsors, Fastenal BK5K Kid Zone sponsor and Lacey Collision 3D glasses sponsor.

Lacey in Tune

This summer series celebrated 30 years of free music and entertainment this year! Attendance was up from last year with around 6500 folks coming to Huntamer Park for Children's Entertainment (6 shows), Noon Tunes (6 shows), and Friday night Concerts & Movies (4 shows). This year we added a Bonus Show, a Wednesday evening show featuring Wally & the Beaves: Oldies, and we had a great crowd. For 2025 I plan to add a few more weekday evening shows to be more accessible for people's work schedules to attend the concerts, though our Wednesday noon series still is a draw for retirement & assisted living groups, other seniors & families who are available during the day.

Play in the Park

Now in its 4th year, this series brings entertainment to various Lacey Parks. This year we had Knights in armor, an illustrator party, a juggling show and lesson, a Hula Hoop show and lesson, a science show, and a music show where kids helped write new songs. Attendance for the 6-week series was around 900 people, this is down a bit from last year, but I think that's due to not having animals shows & petting zoo, these seem to really bring out the crowd.

Community Recreation

Our Summer Day Camp and Playground Pals Programs were busy and many guests came out and joined in the fun. We had many different partners from the community come out and spend time with the kids, from the Lacey Police and Fire Departments to South Sound Reading and the Timberland Library made multiple appearances over the course of the summer. We also had to groups of Japanese exchange students come and spend time with us on two different occasions.

Summer Day Camp Programs

Over the course of 8 weeks this summer we had more than 700 day campers participating in fun, games and fieldtrips. Campers got to go places like Northwest Trek, Tacoma Rainiers and swimming multiple times, local magician Jeff Evans came out along with Lacey Police and the Lacey Fire Department. Running alongside our summer day camp program was our free Playground Pals Program. Playground Pals support 696 participants in the program this year, again we partnered with North Thurston School District so these participants all got free lunch and snacks throughout the summer. Our teen camp was full this summer, each day they traveled to different locations from the Seattle waterfront to the Ape Caves out the coast. There's a huge thank you that should go out to 35 or so part-time staff that come on during the summer months to provide all this fun for the communities' youth.

Outdoor, Trips & Tours

This summer our newly added Troll Treks were a big hit, sending troll seekers to Issaquah, West Seattle and Bainbridge Island to see mythical trolls created by Thomas Dambo. Lavender lovers joined us for our trip up to Sequim for their annual Lavender Festival in the middle of July and were not disappointed. Participants were treated to many acres of lavender fields and capped off listening to music, enjoying food and hanging at the festival in the park.

Facilities and Rentals

Community Center & Jacob Smith House saw 60 private banquets, 76 individual meetings, and hosted recreation programs 52 of 91 days from June-August.

Picnic Shelters were as busy as ever! Weekend rentals were in high demand, with many interested groups being directed to other parks where the shelters are first-come first-served.

The Lacey Depot, Rainier Vista, RAC, and Woodland Creek Shelters have collected over \$45,000.00 in rental fees. Each one of them hosted rentals every Saturday & Sunday from June-August.

Through Summer, the Lacey Community Center and Jacob Smith House were rented out 86 out of 91 days. These included public agencies hosting trainings and meetings, to families hosting all types of milestone celebrations. We've also increased the number of our community recreation programs in City facilities, including 4 weeks of Art & Lego Camps at the Jacob Smith House and expanded offerings for evening classes at the Community Center.

Regional Athletic Complex
Baseball and tournament information
<u>Baseball Complex</u> 385 Total Baseball Bookings <u>June – August Baseball Tournaments</u> 13 Tournament \$49,960 total revenue 391 total teams <u>Tournament Highlights</u> USSSA State Softball Tournament (C girls fastpitch) 10u USA State Tournament (13,000 Revenue) Cal Ripken Youth Baseball State Tournament (All age groups 9u, 10u, 11u and 12u) rarely have all ages at same complex USSSA Cascade National Girls Fastpitch Tournament (5475 revenue) Perfect Game Pacific Northwest Allstate Games (9u-18u, Individual players from all over the Northwest competing) <u>Soccer Fields/ Events</u> 505 Total Soccer Bookings Juneteenth Celebration Polynesian Festival Lakefair Volleyball Tournament Senior Games 21 Multiple Skyhawks camps ages 4-12 (Football, Basketball, Volleyball, Baseball, Soccer, Cheer and Multi-Sport) \$17,426 Total Revenue Olympia Artesian Youth Soccer Camps

Youth / Adult Sports
This year, both our Little Lacey T-Ball League and our adult pickleball league saw an increase in registrations from last year. LLTB increased their registration by 9% for a total of 289 players, while pickleball saw a 25% increase in team registrations, totaling 44 teams this year. We also ran a total of 57 classes and camps this summer with a total attendance of 328 people. Between programs and leagues, we registered 714 people
The Little Lacey T-Ball League had 47 volunteer coaches with 32 teams across all four of our divisions. With the 9% increase in registrations, we were able to field three more teams than last year. All practices and games took place at our beautiful Rainier Vista Community Park and we ended the season with our annual award ceremony and raffle. The league brought in a net revenue of \$21,675. The Lacey Parks Adult Pickleball had 11 more teams register this year, for a total of 44 teams and 97 participants including substitutes. The league brought in a net revenue of \$2,200. In addition, the Rainier Vista pickleball courts brought in \$1,860 in rental fees from tournaments with the Thurston County Pickleball Club. In total, the courts produced \$4,060 in net revenue. Across all of our sports and fitness programs, we ran a 57 classes and camps with a total attendance of 328 people. We provided over 796 total hours of programming and brought in a total net revenue of \$40,381. Our sports camps through Skyhawks, which ran primarily at our very own Regional Athletic Complex (RAC) and Rainier Vista Community Park, were some of our more popular camps with 116 participants across 22 camps and totaled \$19,664 in net revenue.

Front Desk / Customer Service

Across all transaction types (registrations, refunds, user credits, financial assistance, etc.) the front desk processed 1048 transactions totaling \$218,622 during quarter 3 in addition to assisting residents over the phone and at City Hall with numerous questions about our recreation offerings and parks. Further, we focused on process improvement, cross training, and special projects to optimize our service to the Department and our constituents.

- Across all transaction types (registrations, refunds, user credits, financial assistance, etc.) the front desk processed 1048 transactions totaling \$218,622 during quarter 3 in addition to assisting residents over the phone and at City Hall with numerous questions about our recreation offerings and parks.
- We reconfigured the Parks and Rec front desk area at City Hall to better suite the department's business needs and offer better customer service to residents.
- Oversaw 2024 Fall Registration which included 106 unique offerings-- collected programmatic information from staff, proofed accuracy of offerings, coordinated with the contracted designer for creation of the 2024 Fall Playbook, created and formatted offerings in CivicRec (recreation software), triaged needed changes from staff, and assisted residents once registration opened.
- Staff took on additional responsibilities in the spirit of assisting the Department, which involved skill development of Front Desk Staff: implementing a new system for tracking staff reminders, events, and trainings; overseeing event pages on the Parks and Rec website; completing additional administrative tasks for the Department's 3 advisory boards.
- Strategized, scripted, and prepared 11 presentations for Department leadership to deliver to the Lacey City Council and newly formed Parks Improvement Funding Workgroup.