



City Council Retreat Approved Meeting Minutes
Thursday, January 30, 2024, and Friday, January 31, 2024
Thurston County Fairgrounds, Expo Center
3054 Carpenter Rd SE, Lacey, WA 98503

Day 1: Thursday, January 30, 2024

Council Present

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

Council Excused

Councilmember Michael Steadman

Staff Present

Rick Walk, City Manager
Shannon Kelley-Fong, Assistant City Manager
Dave Schneider, City Attorney (present after 11:00 a.m.)
Robert Almada, Chief of Police (present after 11:00 a.m.)
Jennifer Burbidge, Parks, Culture, and Recreation Director (present after 11:00 a.m.)
Vanessa Dolbee, Community and Economic Development Director (present after 11:00 a.m.)
Scott Egger, Public Works Director (present after 11:00 a.m.)
Troy Woo, Finance Director (present after 11:00 a.m.)
Nicole Williams, Executive Assistant
Elissa Fontaine, City Clerk

Guests Present

Nancy Campbell, Facilitator

The retreat was called to order at 9:09 a.m.

Mayor Ryder provided a welcoming message.

Campbell presented the purpose, priorities, and desired outcome of the two-day retreat. The following outcomes were identified:

- Clarify roles, responsibilities, and expectations
- Create agreements about how to work together
- Review strategic themes, priorities, and work plan
- Identify financial strategies for 2025-2026
- Finalize the metropolitan park district recommendation

Campbell introduced the opening partner exercise: Where are you now? Where are you going? Council and staff reported out on the exercise.

A break was called at 10:01 a.m. The meeting reconvened at 10:17 a.m.

Campbell reviewed 2024 accomplishments, priorities for 2025, and identified long-term priorities. Discussion ensued.

Campbell introduced an exercise: What Shaped Me?

A break was called for lunch at 12:15 p.m. The meeting reconvened at 12:55 p.m.

Walk presented a recap of the 2022-2024 Council Work Plan. A detailed review of the completed, in-progress, and outstanding projects was discussed.

Walk presented a recap of the June 2024 Council Retreat. The structure and frequency of Council retreats was discussed.

Walk led discussions on the following topics:

- Capital Facilities Plan
- 2025 Lacey Work Force Program

A break was called at 1:58 p.m. The meeting reconvened at 2:10 p.m.

Walk introduced the Metropolitan Park District (MPD) recommendation for discussion. In order to proceed, staff required direction regarding the target boundary. Discussion ensued. Council expressed support to move forward with the MPD coterminous with the City jurisdictional limits.

The meeting recessed at 3:16 p.m.

Day 2: Friday, January 31, 2025

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
Robert Almada, Chief of Police
Jennifer Burbidge, Parks, Culture, and Recreation Director
Vanessa Dolbee, Community and Economic Development Director
Scott Egger, Public Works Director
Troy Woo, Finance Director
Nicole Williams, Executive Assistant
Elissa Fontaine, City Clerk

Guests Present

Nancy Campbell, Facilitator

The retreat reconvened at 9:00 a.m.

Campbell provided a welcoming message and reviewed the schedule for the day. Council was asked to take action summarizing the decision from the conclusion of yesterday's retreat.

Councilmember Vazquez moved to direct staff to proceed with a resolution for the metropolitan park district coterminous with Lacey city limits. Councilmember Steadman seconded. The motion carried.

Campbell reviewed the priorities discussed with Council.

Dolbee presented development trends to include data sets for land use permits; commercial and industrial building permits; housing; and interest-rate forecasts. Discussion ensued.

Woo presented revenue and expenditure projections, and discussed the City's financial outlook. The presentation included a detailed review of expenditures by category, including; labor cost projections; general fund revenue vs. labor growth; reserves; and a 6-year financial outlook. Discussion ensued.

A break was called at 10:45 a.m. The meeting reconvened at 11:00 a.m.

Walk presented on the labor growth in the last 10 years, and highlighted potential staffing needs. Discussion ensued.

Council participated in an exercise on prioritizing revenue enhancements. The Council identified the following revenue enhancements for consideration:

- Business & Occupation Taxes
- Gambling Tax
- Franchise Fees
- Lodging Taxes
- Public Records Fees
- Technology
- Utility Taxes

A break was called for lunch at 12:00 p.m. The meeting reconvened at 12:40 p.m.

Council participated in an exercise on prioritizing capital projects. The Council identified the City's Public Works facility and the Joint Animal Services facility as lead priorities.

Campbell reviewed the following identified items to determine if any should be included within the 2025 Work Plan:

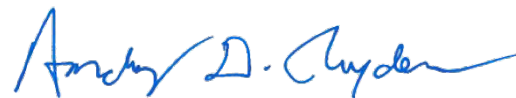
- Sister City Association
- Arts Commission
- Regional Jail Conversation
- South Puget Sound Community College Scholarship Project

Discussion ensued. No additional items were added to the 2025 Work Plan.

Council and staff shared appreciations of one another.

The retreat was adjourned at 2:54 p.m.

MAYOR:



Andy Ryder, Mayor

ATTEST:



Elissa Fontaine, City Clerk

APPROVED: March 18, 2025