



**LACEY CITY COUNCIL
WORKSESSION
THURSDAY, FEBRUARY 10, 2022
6:00 – 8:00 P.M.
REMOTE ATTENDANCE**

The Lacey City Council Joint Worksession will be conducted remotely.
You may view or listen to the meeting by using one of the following platforms:

Live through Zoom: <https://us02web.zoom.us/j/83562258577>

Live or as a recording on YouTube: <https://youtu.be/CAGiGv01Wpc>

Listen via telephone: (888) 788-0099 or (877) 853-5247 (Webinar ID 835 6225 8577)

AGENDA

6:00 PROPOSED REAL ESTATE PURCHASE FOR FUTURE POLICE STATION

RICK WALK, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

ASHLEY SMITH, CAPITAL PROJECTS ENGINEER

Br. Nicolaus, SAINT MARTIN'S ABBEY

Andrew Moyer, SAINT MARTIN'S ABBEY

(BRIEFING)

6:30 JOINT WORKSESSION - BOARD OF PARK COMMISSIONERS

(STAFF REPORT)

- **PARKS, CULTURE & RECREATION UPDATE**

JEN BURBIDGE, PARKS, CULTURE & RECREATION DIRECTOR

- **PARK BOARD 2021 ACCOMPLISHMENTS**

SARAH DANIELS, PARK BOARD COMMISSIONER

- **PARK BOARD 2022 WORK PLAN**

ARAM WHEELER, PARK BOARD CHAIR

- **REGIONAL ATHLETIC COMPLEX ECONOMIC IMPACT REPORT**

SUE FALASH, RECREATION MANAGER

JEFF BOWE, SPORTS COMMISSION, VCB VP OF SALES AND DEVELOPMENT

7:45 GENESIS HOUSE PROJECT

SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER

(STAFF REPORT)

8:00 ADJOURN WORKSESSION



LACEY CITY COUNCIL WORKSESSION

February 10, 2022

SUBJECT: Park Board of Commissioners 2021 Accomplishments and 2022 Work Plan

RECOMMENDATION: Acknowledge the Park Board of Commissioners 2021 Key Accomplishments and accept the 2022 Work Plan

STAFF CONTACT: Scott Spence, City Manager *SS*
Jen Burbidge, Parks, Culture and Recreation Director *JB*

ORIGINATED BY: City Manager & Parks, Culture and Recreation Department

ATTACHMENTS:

1. [2021 Accomplishments](#)
2. [2022 Work Plan](#)
3. [List of current Park Board of Commissioners](#)

FISCAL NOTE: NONE

PRIOR REVIEW: The Board of Park Commissioners identified and reviewed the 2021 Key Accomplishments and formulated their 2022 Work Plan at their regular monthly meetings, and approved the final versions at their December 1, 2021, meeting.

BACKGROUND:

The Board of Park Commissioners provides leadership in the area of Parks, Culture and Recreation. The Board makes recommendations regarding planning, promotion, management, acquisition, construction, development, maintenance, and operation of Lacey's parks, trails, public recreation facilities and cultural and recreational programs.

Furthermore, the Board makes rules and regulations in regards to the use of the parks and other recreational facilities as best serves the interests of the public. They also receive money or donated properties for the purpose of acquisition of parks or the improvement of the parks or recreation system, and expend and use them in such manner as shall best carry out the interests of the donors, provided that all money received shall be placed properly into restricted accounts to ensure donor's wishes are carried out.

Each year the Board identifies priorities for the upcoming year and reports out a yearly work plan to the full City Council.

ADVANTAGES:

1. City Council is advised of the work accomplished by the Park Board of Commissioners in 2021 and the scheduled activities for 2022.

DISADVANTAGES:

1. None.

Lacey Park Board
2021 ACCOMPLISHMENTS

Task	Responsible Commissioner	Status	Target Completion date
ONGOING			
1. Parks & Recreation Staff Updates			
2. Parks & Recreation, Community Buildings, and RAC Annual Department Budget			
3. Annual Capital Facilities Plan Update			
4. Grant Opportunities			
CONSTRUCTION PROJECTS			
5. RAC Parking Lot Video Cameras	All	In progress	February 2022
6. RAC Gravel Parking Lot Design	All	Done	December 2021
SPECIAL PROJECTS			
7. Community Engagement & Outreach	All	First stage done	December 2021
8. New Museum & Cultural Center site A/E	Historical Commission	Done	June 2021
9. Parks Volunteer Program	All	In progress	December 2022
10. Memorial or Honorarium Bench Program	All	In progress	June 2022
11. Wildlife Information	Aram Wheeler	Upcoming agenda	December 2022
12. New Scholarship Policy Review	All	Upcoming agenda	December 2022
13. Chinqually Equipment Agreement	All	Done	December 2021
14. WCCP Disc Golf Course Expansion	All	Done	November 2021
15. Community Garden Pilot Project	All	Upcoming agenda	December 2022
PARK RULES			
16. Park Signage Update	All	In progress	June 2022
PLANNING			
17. RAC Future Financial Plan	All	Done	July 2021
18. Greg Cuoio Park & Greenways Master Plan 90% completion	All	Done	December 2021
19. Thurston Regional Planning Council – updated regional trails plan	All	Done	July 2021
POSTPONED DUE TO COVID-19			
20. Long Lake Park beach area & dock		Dock/swim area completed Beach concept in progress	
21. RAC outfield fencing completion			
22. RAC increased WiFi connection		Sue working with IS	
23. Wonderwood Park Trail & Court Upgrades (Sunset)			
24. Bush Park Playground Equipment Replacement			

Task	Responsible Commissioner	Status	Target Completion date
25. Lake Lois Habitat Reserve – update interpretive signage & brochure			
26. Nisqually Fields			
27. Pickleball Long Term Requests			
28. Outdoor Ping Pong tables			

OTHER NOTEWORTHY ACHIEVEMENTS

Adjusted to COVID-19 restrictions and guidance / creative program changes
Held all Park Board meetings virtually
Celebrated July Parks & Recreation month virtually
Expanded Park Board from five to seven members for increased community representation
Board of Park Commissioners renewed Open Public Meetings training

Lacey Park Board
2022 WORK PLAN
Adopted 12/1/21

Task	Responsible Commissioner	Status	Target Completion date
ONGOING			
1. Parks, Culture & Recreation Staff Updates			
2. Parks, Culture & Recreation, Community Buildings, and RAC Annual Department Budget			
3. Annual Capital Facilities Plan Update			
4. Grant Opportunities			
5. July is Parks & Recreation Month			
CONSTRUCTION PROJECTS			
6. RAC Parking Lot Video Cameras	All	In progress	February 2022
7. RAC Gravel Parking Lot Construction	All	Upcoming agenda	December 2022
8. Outdoor Ping Pong tables	All	Upcoming agenda	December 2022
9. Wonderwood Park Trail & Court Upgrades (Sunset)	All	Upcoming agenda	December 2022
SPECIAL PROJECTS			
10. Community Outreach Project (next stage)	All	Upcoming agenda	December 2022
11. Parks, Culture & Recreation Comprehensive Plan Update	All	Upcoming agenda	August 2023
12. Park Facilities Security Camera Expansions	All	Upcoming agenda	December 2022
13. Parks Volunteer Program	All	In progress	December 2022
14. Memorial or Honorarium Bench Program	All	In progress	June 2022
15. Wildlife Information	Aram Wheeler	Upcoming agenda	December 2022
16. New Scholarship Policy Review	All	In progress	December 2022
17. Community Garden Pilot Project / WCFF	All	Upcoming agenda	December 2022
PARK RULES			
18. Metal Detecting	All	Upcoming agenda	June 2022
19. Ebikes & Scooters	All	Upcoming agenda	June 2022
20. Affixing Signs Update	All	Upcoming agenda	June 2022
21. Park Signage Update	All	In progress	June 2022
PLANNING			
22. RAC Phase 3 Preliminary Design	All	Upcoming agenda	December 2022
23. NTPS Young Child & Family Center feasibility	All	Upcoming agenda	December 2022
24. Greg Cuoio Park & Greenways Master Plan 100% completion	All	In progress	February 2022
FUTURE			

Task	Responsible Commissioner	Status	Target Completion date
25. Long Lake Park beach area & dock		Dock/swim area completed Beach concept in progress	
26. RAC outfield fencing completion			
27. RAC increased WiFi connection		Sue working with IS	
28. Bush Park Playground Equipment Replacement			
29. Meridian Campus North Neighborhood Park Master Plan			
30. Lake Lois Habitat Reserve – update interpretive signage & brochure			
31. Pickleball Long Term Requests			
32. Senior Center parking expansion			
33. Longs Pond Fishing Dock Replacement			

Board of Park Commissioners

3 Year Term – 2 Term Limit* (LMC 2.44)

1st Wednesday, 5:30-7:30 p.m., Lacey City Hall or other public building

08/01/2023 2nd Full Term City (appointed 10.08.20)	Aram E Wheeler Chair
8/1/2024 1st Full Term UGA (appointed 09.02.21)	Gary Larson Vice-Chair
3/22/2022 1st Full Term City (appointed 03.14.19)	Sarah Daniels
8/1/2025 Unexpired (8/1/2022) and 1 st Full Term City (appointed 01.20.22)	Dave Weber
11/17/2023 2nd Full Term City (appointed 11.5.20)	Troy Kirby
11/17/2024 1st Full Term City (appointed 10.07.21)	Wendy Goodwin
3/22/2024 1st Full Term UGA (appointed 01.07.21)	Kamber Good
9/1/2022 One-year Term Youth Representative	Declan Line

**If there are no applicants for a vacant position one (1) month prior to the expiration of term, the incumbent may be re-appointed to an additional three (3) year term.*



LACEY CITY COUNCIL MEETING February 10, 2022

SUBJECT: Genesis House Project Update

RECOMMENDATION: Briefing only.

The City Manager will enter into a Memorandum of Understanding to provide up to \$270,000 in support of the Genesis House Project to Homes First and Community Action Council.

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*

ORIGINATED BY: City Manager's Department

ATTACHMENTS: 1. [Updated Letter of Intent 10.21.21](#)
2. [Memorandum of Understanding](#)

FISCAL NOTE: The City will provide a total of \$270,000 in support of the Genesis House Project, including:

- \$150,000 to Homes First to purchase and/or renovate a single-family home to support the Genesis House Project.
- \$110,000 to Community Action Council to support a half-time case worker to monitor and support individuals living at the Genesis House Project.

The City anticipated funding this project in the 2022 Budget. Funding will be requested in the 2023 Budget for on-going case management costs.

PRIOR REVIEW: None

BACKGROUND:

In 2018, St. Mark's Lutheran Church (St. Mark's) was awarded a Washington State Department of Commerce (DOC) Local and Community Projects grant of \$200,000 to construct tiny homes for high school students that were experiencing homelessness. This project was named the Genesis House Project.

After St. Marks decided to not move forward with the Genesis House Project, the grant was transferred to Homes First. Since 1990, Homes First, a 501 (c) (3), has provided safe, healthy, and affordable rental homes. Homes First is a Community-Based Housing Development Organization (CHDO). CHDOs are private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain federal requirements pertaining to their legal status, organizational structure, and capacity and experience.

Over the past year, Homes First worked with DOC to change the grant from "tiny home construction" to purchasing and/or renovating a single-family house to support the Genesis House Project. With approval from DOC in late 2021, the Genesis House Project is now going to be a single-family residential home in Lacey and the North Thurston School District that houses a maximum of four unaccompanied, female young adults, aged 18 to 25 years old, obtaining their high school diplomas or GED equivalency.

In November 2020, the City sent an initial letter of intent to Homes First and Community Youth Services (CYS) committing to support the Genesis House Project. After discussions with Homes First, CYS, and the Community Action Council (CAC) in 2021, it was determined that CAC would provide case management for the Genesis House Project. In November 2021, the City sent a revised letter of intent to Homes First and CAC, **Attachment 1**, committing funds in a total of \$270,000 dollars for the Genesis House Project. Homes First, CAC, and the City crafted a Memorandum of Understanding (MOU) for the Genesis House Project, **Attachment 2**, that reflects the revised letter of intent. Per the MOU, the City will provide:

- \$150,000 to Homes First for the purchase and/or renovation of a home to support the Genesis House Project. Homes First will provide the City with verification that the property purchased or renovated with these funds will remain as affordable housing in perpetuity (through deed restriction or other means). Homes First has indicated to the City that if purchase and/or renovation costs exceed the collective \$350,000 from the DOC grant and City funds, it will use organizational money and/or a mortgage to cover the remaining costs. Given rising house prices over the past two years, this is a likely scenario.
- \$110,000 to CAC to support a half-time case worker to monitor and support individuals living at the Genesis House Project over a two-year period (up to \$55,000 per year). Of these funds, CAC may apply a maximum of \$15,000 annually to address rent, utility, and property management costs associated with the Genesis House Project.

PROJECT TIMELINE: Table A provides an overview of the important dates found in the MOU, see Attachment 2.

Table A	
Genesis House Project MOU Dates	
Dates	Action
Present to December 31, 2022	Homes First to purchase and/or renovate a house for the Genesis House Project.
Present to December 31, 2024	CAC provides case management for two-years to be charged to the City (up to \$55,000 per year).

The City will work with Homes First and CAC to determine appropriate metrics on the Genesis House Program to report back to the City.

ADVANTAGES:

1. The Genesis House Project will provide housing options for four unaccompanied, female young adults, aged 18 to 25 years old, obtaining their high school diplomas or GED equivalency at a time.

DISADVANTAGES:

1. Beyond the initial two-year case management period supported by the City, there is no long-term plan for Genesis House Project sustainability.



CITY COUNCIL

ANDY RYDER

Mayor

CYNTHIA PRATT

Deputy Mayor

LENNY GREENSTEIN

MICHAEL STEADMAN

CAROLYN COX

ED KUNKEL, JR.

MALCOLM MILLER

CITY MANAGER

SCOTT SPENCE

October 21, 2021

Trudy Soucoup
Homes First
5203 Lacey Boulevard SE
Lacey, WA 98503

Kirsten York
Community Action Council
3020 Willamette Drive NE
Lacey, WA 98516

RE: Updated Letter of Commitment for Genesis House

Dear Trudy and Kristen,

Thank you for partnering with the City of Lacey to forge a path forward for the Genesis House Project. Please accept this letter as the City of Lacey's endorsement and commitment to assist in securing a home within the North Thurston School District that will provide needed housing for unaccompanied female, young adults obtaining their high school diplomas. The students will be 18 to 25 years old.

This letter documents our intent regarding funding from the City of Lacey.

- The City will contribute a grant of \$150,000 to HOMES FIRST. The funding shall be utilized to support the purchase of a home, and/or renovations once purchased. This funding matches the Department of Commerce grant of \$200,000, minus fees, in support of the Genesis House Project.
- The City will contribute a grant of \$55,000 annually for two years to Community Action Council (CAC). The funding shall be used to support a half-time case worker to monitor and support adult teens residing at the Genesis House. Of these funds, CAC may apply a maximum of \$15,000 annually to address rental, utility, and property management costs associated with the Genesis House Project.

Thank you for working with the City of Lacey to make a difference in our community.

Sincerely,

Scott Spence
City Manager

**Memorandum of Understanding between the
City of Lacey, Homes First, and the Community Action Council for the Genesis House
Project**

This Memorandum of Understanding is made and entered into as of the date of the last signature hereon by and between the City of Lacey, a municipal corporation (hereinafter referred to as “CITY”), and Homes First, a Washington Nonprofit Corporation, and the Community Action Council, a Washington Nonprofit Corporation (hereinafter referred to as “CAC”), together referred to as the “Parties,” for the purpose of supporting the Genesis House Project.

WHEREAS, the mission of Homes First is to provide affordable, decent housing opportunities for low-income people in Thurston County, and by doing so, preventing homelessness and enabling some of the most vulnerable residents in the community to find stable, adequate housing; and

WHEREAS, the mission of CAC is to provide support to individual and families to lessen the impacts of poverty by providing programs and resources within the areas of community engagement, health, hunger, and housing; and

WHEREAS, the Genesis House Project will be a single-family residential home in Lacey located within the North Thurston School District that houses a maximum of four unaccompanied, female young adults, aged 18 to 25 years old, obtaining their high school diplomas or GED equivalency; and

WHEREAS, the Genesis House Project will provide access to case management services to all the program participants; and

WHEREAS, Homes First received a \$200,000 grant from the Washington State Department of Commerce Local and Community Projects to purchase a house in Lacey to support the Genesis House Project; and

WHEREAS, CAC has committed to providing a half-time case worker to monitor and support the young adults residing at the Genesis House Project.

WHEREAS, the CITY is committed to supporting affordable housing in the community and preventing homelessness through a multifaceted approach that includes collaborating with non-profits, community members, other municipalities, and state and federal entities; and

WHEREAS, the CITY is committed to contributing to Homes First up to \$150,000 to support the purchase and/or renovation of a house to support the Genesis House Project, as well as \$55,000 annually to CAC for case management costs, associated with the Genesis House Project.

NOW, THEREFORE, the CITY, Homes First, and CAC, in consideration of the mutual terms, conditions, covenants, and provisions contained herein, and the mutual benefits received hereunder, agree as follows:

1. The CITY will provide up to \$150,000 to Homes First to assist with the purchase and/or renovation of a house in Lacey to support the Genesis House Project. The Genesis House Project will accommodate unaccompanied female, young adults obtaining their high school diplomas or GED equivalency, aged 18 to 25 years old.
 - a. Payment by the CITY to Homes First will be based on receipt of invoice(s) to the CITY. All invoices shall be sent to the City Manager's Office at 420 College Street SE, Lacey WA 98503 for approval by the Assistant City Manager or designee. Within five (5) working days of receiving an invoice from Homes First, the City will determine whether the receipt meets the criteria described above. All receipts that meet the City's satisfaction will be reimbursed to Homes First by the end of the following calendar month.
 - b. The CITY will reimburse Homes First for costs incurred between January 1, 2022 and December 31, 2022. All invoices must be received by the City no later than close of business at 5:00 p.m. on January 31, 2023.
 - c. The CITY will not reimburse Homes First for any cost other than those specifically described in this section, including, but not limited to, operational and administrative costs, etc.
 - d. Homes First shall take steps necessary through deed restriction or other means to ensure that the property purchased and/or renovated for the Genesis Housing Project will remain as affordable housing in perpetuity.
 - e. The CITY will not reimburse Homes First for any cost absent proof that the property purchased and/or renovated for the Genesis Housing Project will remain as affordable housing in perpetuity through deed restriction, or other means acceptable to the CITY.
2. When the Genesis House Project is fully operational and able to house young adults, the CITY will provide up to \$55,000 annually for two years to CAC to support a half-time case worker to monitor and support adult teens residing at the Genesis House. Of these funds, CAC may apply a maximum of \$15,000 annually to address rental, utility, and property management costs associated with the Genesis House Project. CAC and Homes First will provide a joint letter indicating the date at which the Genesis House Project will be operational and able to house participants.
 - a. All invoices for CAC shall be sent to the City Manager's Office at 420 College Street SE, Lacey WA 98503 for approval by the Assistant City Manager or designee. Within five (5) working days of receiving an invoice from CAC, the

CITY will determine whether the receipt meets the criteria described above. All receipts that meet the City's satisfaction will be reimbursed to CAC by the end of the following calendar month.

- b. The CITY will reimburse CAC for costs incurred between January 1, 2022 and December 31, 2024. All invoices must be received by the City no later than close of business at 5:00 p.m. on January 31, 2025.
3. The terms and conditions of this Agreement may be amended or extended by mutual consent of the Parties.
4. The Parties mutually agree to defend, indemnify and hold the other, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, to the extent caused by each entity's respective negligence in performance of its responsibilities under this Agreement.
5. This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The Parties hereby agree that venue for enforcement of this Agreement shall be the Superior Court of Thurston County.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this _____ day of January, 2022.

By: _____
Scott Spence, City Manager
Date: _____

By: _____
Trudy Soucoup, CEO Homes First
Date: _____

Approved as to form:

By: _____
Kirsten York, CEO Community Action
Council
Date: _____

David Schneider, City Attorney
Date: _____