



City Council Regular Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, September 16, 2025

6:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Land Acknowledgement

We, the City of Lacey, are 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.

5. Approval of Agenda and Consent Agenda Items

- A. Payment of claims, wages, and transfers for August 28, 2025, through September 5, 2025
- B. Multi-Family Tax Exemption Application: 656 Woodland Square Loop SE

6. Public Recognitions and Presentations

- A. **Lacey Youth Council Welcome**
Sadie Siglin, Management Analyst

7. Proclamations

- A. **Hispanic and Latinx Heritage Month**
CIELO (Centro Integral Educativo Latino de Olympia)

8. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

9. Resolutions

- A. **Resolution 1172: Body Worn Camera Fees**
Anna McBee, Police Records Supervisor

B. Resolution 1173: Permit Fee Update

Terry McDaniel, Building Official and Fire Marshal

10. Ordinances

A. Ordinance 1682: Adoption of International Series of Codes

Terry McDaniel, Building Official and Fire Marshal

B. Ordinance 1683: 2025 Budget Amendment

Chelsea Yarwood, Accounting Manager

11. Mayor's Report

- A. Lacey Youth Council Advisory Board Representative Appointments

12. City Manager's Report

A. Parks, Culture, and Recreation Summer Recap

Sue Falash, Recreation Manager

13. Council Reports

A. Mayor Andy Ryder:

1. Mayors' Forum
2. Thurston Chamber Shared Legislative Committee
3. Transportation Policy Board (TPB)

B. Deputy Mayor Malcolm Miller:

1. Economic Development Council (EDC)
2. Lodging Tax Advisory Committee (LTAC)
3. Thurston County Coalition Against Trafficking (TCCAT)
4. Joint Animal Services Commission (JASCOM)

C. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
2. TCOMM911
3. Opioid Abatement Council Independent Subcommittee

D. Councilmember Michael Steadman:

1. Nisqually River Council
2. Thurston County Law & Justice Council

E. Councilmember Carolyn Cox:

1. LOTT Clean Water Alliance
2. Regional Housing Council
3. Intercity Transit Authority

F. Councilmember Robin Vazquez:

1. Thurston Climate Mitigation Collaborative
2. Thurston Regional Planning Council (TRPC)

G. Councilmember Nicolas Dunning:

1. Thurston Thrives
2. Solid Waste Advisory Committee (SWAC)
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
4. Olympic Region Clean Air Agency (ORCAA)

14. Worksession

A. **2026 Budget Workshop**

Rick Walk, City Manager

Troy Woo, Finance Director

15. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

The public may attend the meeting in-person, or you may view or listen to the meeting using one of the following platforms:

In-Person	Council Chambers at Lacey City Hall 420 College Street SE, Lacey, WA 98503
Zoom:	https://us02web.zoom.us/webinar/register/WN_7ST0E8cLT86aguLG_zv2Vw
Website:	https://cityoflacey.org/government/public-meetings/
Facebook:	https://www.facebook.com/cityoflacey
YouTube:	https://www.youtube.com/watch?v=6sOtoT9cCG4
Cable:	Channel 77 with your local cable provider
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 875 6864 6520)

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

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person:	Use the sign-up sheet located in the Council Chambers.
Zoom:	Preregister using the following Zoom link no later than two hours prior to the meeting: https://us02web.zoom.us/webinar/register/WN_7ST0E8cLT86aguLG_zv2Vw

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

Written Public Comment

Public comments may also be submitted by email to PublicComment@cityoflacey.org. The commenting period will close two hours before the meeting time. Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the Council meeting; however, comments received will be added to the official record.



LACEY CITY COUNCIL MEETING

September 16, 2025

SUBJECT: Disbursement Approval

RECOMMENDATION: By motion, approve payment of claims, wages, and transfers.

STAFF CONTACT: Troy Woo, Finance Director *TW*
Alix Turcotte, Senior Accountant *AT*
Carrie Bode, Accounting Technician *CB*

ORIGINATED BY: Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 8/28/2025 through 9/5/2025. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	8/29/2025	281118	281166	463,528.28
	*8/29/2025	281167	281171	4,631.02
	9/5/2025	281172	281217	197,476.85

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	8/28/2025	71,984.40
	8/29/2025	3,082,340.62
	*8/29/2025	2,128,416.81
	*8/29/2025	22,110.22
	9/5/2025	161,187.91

Payroll:	<u>Month End</u>	<u>Wages</u>
	*8/29/2025	2,618,353.03

*Disbursements for employee out-of-pocket deductions and employee benefits.

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Olympia-CARPFD	\$ 71,984.40	August 2025 CARPFD
Bud Clary Ford/Hyundai	\$ 85,947.11	New Service Body Trucks
Forma Construction Co.	\$ 2,590,885.02	New Police Station
Heritage Bank	\$ 121,523.59	Forma Construction Co.
Nisqually Indian Tribe	\$ 80,416.73	July 2025 Pharmaceuticals
Puget Sound Energy, Inc.	\$ 64,566.28	Utility Bills
WA St. Dept. of Transportation	\$ 200,101.92	Vegetation Mitigation
John Deere Financial FSB	\$ 125,587.85	Tractor/Replace Unit #290



LACEY CITY COUNCIL MEETING

September 16, 2025

SUBJECT: Multi-Family Tax Exemption Application: 656 Woodland Square Loop SE

RECOMMENDATION: With approval of the consent agenda, authorize the City Manager to sign the contract between DM Ventures 656 LLC and the City of Lacey enrolling the parcel addressed as 656 Woodland Square Loop SE in an eight-year multi-family tax exemption in accordance with LMC 3.64.

STAFF CONTACT: Rick Walk, City Manager *RW*
Vanessa Dolbee, Community and Economic Development Director *VD*
Ryan Andrews, Community Planning Manager *RA*
Jennifer Adams, Housing Coordinator *JA*

ORIGINATED BY: Community and Economic Development Department by Private Application

ATTACHMENTS: 1. Multi-Family Housing 8-Year Property Tax Exemption Agreement

FISCAL NOTE: The approval of an 8-year MFTE will exempt ad valorem property taxes on the residential improvement value of this new multifamily development, resulting in a temporary tax shift to other taxpayers in the district; land values remain fully taxable, and full taxation resumes after the exemption period.

PRIOR REVIEW: No prior City Council review.

BACKGROUND:

On May 23, 2023, the City granted land use approval to DM Ventures 656 LLC for the development of a new multi-family residential project located at 656 Woodland Square Loop. The project consists of 179 market-rate housing units, including a mix of studio, one-bedroom, and two-bedroom units. Additionally, the project will provide community amenities such as a large shared kitchen and courtyard area. No commercial, retail, or office space is proposed. All units are intended for permanent residential use.

The project is located within the Lacey Midtown – Woodland Zoning District, which is a designated Residential target Area (RTA) under LMC 3.64, making it eligible for the MFTE program.

On July 3, 2025, the applicant submitted an application for the 8-year MFTE program. This is the third MFTE application the City has received since establishing the program. The application was reviewed for eligibility and compliance and received administrative approval on July 22, 2025.

Per RCW 84.14, following administrative approval, the applicant must enter into a contract with the City outlining the terms of the exemption. Council Action to authorize the City Manager to sign the contract is a procedural requirement to ensure the standards of RCW 84.14 are met. Council Action will not change the eligibility and/or approval of the MFTE for this project.

NEXT STEPS:

The draft contract between the City and DM Ventures 656 LLC regarding the terms of the tax exemption is attached for Council review. Final action by the City Council is requested with approval of the consent agenda to authorize the City Manager to enter into a contract with the developer of the project, enrolling the parcel into an eight-year multi-family tax exemption in accordance with LMC 3.64.

**MULTI-FAMILY HOUSING
8-YEAR PROPERTY TAX EXEMPTION
AGREEMENT**

This agreement is made and entered into this ____ day of _____, 2025, by and between the City of Lacey, a Washington municipal corporation (the “City”), and DM Ventures 656 LLC, a Washington limited liability company, (the “Applicant”) (collectively, the “Parties”),

WITNESSETH:

WHEREAS, The City has an interest in encouraging new construction or rehabilitation of multi-family housing in Residential Targeted Areas to facilitate redevelopment and reinvestment in urban centers; and

WHEREAS, the City has, pursuant to the authority granted to it by Revised Codes of Washington (RCW) Chapter 84.14, designated a Residential Target Area for the provision of a limited property tax exemption for new or rehabilitated multi-family residential housing; and

WHEREAS, the City has, through Lacey Municipal Code 3.64, enacted a program whereby property owners may qualify for a Final Tax Exemption which certifies to the Thurston County Assessor – Treasurer that the owner is eligible to receive a limited property tax exemption; and

WHEREAS, the Applicant is interested in receiving a limited property tax exemption constructing approximately 179 units of new multi-family residential housing in the Lacey Midtown (Woodland Zoning District) Residential Target Area; and

WHEREAS, the Applicant has submitted to the City a site plan review approval application with site plans, and floor plans for new multi-family residential housing to be constructed on property at 656 Woodland Square Loop SE, Lacey, Washington and described more specifically as follows:

Assessor’s Tax Parcel Number: 84990003200

Legal Description: Section 17 Township 18 Range 1W Quarter SE SE Plat WOODLAND SQUARE BLA220003LA TR B Document 4927176, records of Thurston County, Washington

Street Address: 656 Woodland Square Loop SE, Lacey, Washington 98503

Herein referred to as the “Site”; and

WHEREAS, the director of Community and Economic Development has determined that the improvements will, if completed as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; and

WHEREAS, the Lacey Municipal Code requires an applicant for a limited property tax exemption to enter into a contract with the City, in which the applicant agrees to implement the proposed project on terms satisfactory to the Lacey City Council so as to maintain the improvements' eligibility for the limited property tax exemption.

NOW, THEREFORE, in exchange for the City's consideration of Applicant's request for a Final Certificate of Tax Exemption, Applicant and the City mutually agree as follows:

1. Each of the recitals set forth above are by this reference, incorporated into this agreement as fully set forth herein.
2. The City agrees to issue Applicant a Conditional Certificate of Acceptance of Tax Exemption.
3. Applicant agrees to complete construction of the agreed upon improvements within three (3) years from the date the City issues the Conditional Certificate of Acceptance of Tax Exemption, unless an extension is granted to this timeframe as may be provided in LMC 3.64.080.
4. Applicant shall construct on the site multi-family residential housing substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City approval of this Agreement. In no event shall such construction provide fewer than four new multi-family permanent residential units.
5. Applicant shall, upon completion of the improvements and upon issuance by the City of a permanent certificate of occupancy, file with the City's community and Economic Development Department the following:
 - a. A statement of expenditures made with respect to each multi-family housing unit and the total expenditures made with respect to the entire property;
 - b. A description of the completed work and a statement of qualifications for the exemption; and
 - c. A statement that the work was completed within the required three-year period of any authorized extension.
6. Upon Applicant's successful completion of the improvements in accordance with the terms of the Agreement and the Applicant's filing of the materials described in Paragraph 5 above, and upon the City's approval of a Final Certificate of Tax Exemption, the City shall file a Final Certificate with the Thurston County Assessor-Treasurer.
7. Applicant shall, within thirty (30) days following the first anniversary of the City's filing of the Final Certificate of Tax Exemption and each year thereafter for a period of eight (8) years, file a notarized declaration with the City's community and Economic Development Department indicating the following:
 - a. A statement of occupancy and vacancy of the multi-family dwelling units during the twelve months ending with the anniversary date;

- b. A certification that the property has not changed use and, if applicable, that the property has been in compliance with the affordable housing requirements as described in the section since the date the city issued the final certificate of tax exemption and that the project continues to be in compliance with the contract with the City and the requirements of this section;
 - c. A description of any improvements or changes to the property made after the city issued the final certificate of tax exemption;
 - d. The total monthly rent of each multi-family housing unit rented or the total sale amount of each multi-family housing unit sold to an initial purchaser during the twelve months ending with the anniversary date; and
 - e. Any additional information requested by the City pursuant to meeting any reporting requirements under Chapter 84.14 RCW.
8. If, during the term of any Final Certificate of Tax Exemption, Applicant converts to another use any of the new multi-family residential housing units constructed under this Agreement, Applicant shall notify the Thurston County Assessor-Treasurer and the City's Department of Community and Economic Development within sixty (60) days of such change in use. The City may, in its sole discretion, revoke and cancel the Final Certificate of Tax Exemption effective on the date of Applicant's conversion of any of the multi-family residential housing units to another use.
9. Applicant shall notify the City promptly of any transfer of Applicant's ownership interest in the Site or in the improvements made to the Site under this Agreement.
10. In addition to any other powers reserved to the City by law, the City may, in its sole discretion, cancel the Final Certificate of Tax Exemption should Applicant, its successors and assigns, fail to comply with any of the terms and conditions of this Agreement.
11. No Modifications of the Agreement shall be made unless mutually agreed upon by the parties in writing.
12. The venue for any dispute related to this agreement shall be Thurston County Washington.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement the date and year first above written.

CITY OF LACEY

DM VENTURES 656 LLC

By: _____
Rick Walk
Its: City Manager

By: _____
Michael Raskin
Its: Manager

Approved as to form:

By: _____
David S. Schneider
City Attorney

DRAFT

ACKNOWLEDGEMENTS

STATE OF WASHINGTON)) SS.
County of Thurston)

I certify that I know or have satisfactory evidence that Rick Walk is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the City Manager of the City of Lacey to be the free and voluntary act of such municipality for the uses and purposes mentioned in the instrument.

DATED: this ____ day of _____, 2025

Name: _____
 Notary Public in and for the State of Washington
 Residing at _____
 My appointment expires: _____

STATE OF WASHINGTON))
) ss.
County of King)

I certify that I know or have satisfactory evidence that Michael Raskin is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Manager of DM Ventures 656 LLC to be the free and voluntary act of such municipality for the uses and purposes mentioned in the instrument.

DATED: this _____ day of _____, 2025

Name: _____
 Notary Public in and for the State of Washington
 Residing at _____
 My appointment expires: _____

CITY OF LACEY *Official Proclamation*

WHEREAS, during Hispanic and Latina/Latino/Latinx Heritage Month, we honor the rich heritage of the Hispanic and Latinx community and celebrate their countless achievements; and

WHEREAS, the observation began in 1968 as Hispanic Heritage Week, and was enacted into federal law on August 17, 1988, calling upon public officials, educators, librarians, and all the people of the United States to observe this time with ceremonies, activities, and programs; and

WHEREAS, the city recognizes and celebrates the diversity of community members that this month commemorates, honors, and pays tribute to individuals that speak Spanish, who are descendants from Spanish-speaking countries, are descendants from over 26+ Latin American countries, and who may speak a variety of different languages, and we recognize the Latinx identity also encompasses people in Indigenous, Black and African, Asian, and Queer communities; and

WHEREAS, Washington has grown more diverse over the past decade, with the Hispanic community now representing 14.2 percent of Washingtonians, with the Hispanic community in Lacey representing 12 percent of the population; and

WHEREAS, Hispanic and Latinx community members have made immeasurable contributions to the advancement of the United States and the City of Lacey, including but not limited to serving in our Armed Forces, as elected officials, public servants, essential workers, agriculture workers, teachers, business owners, and cultural and creative industry leaders; and

Whereas, 2025 honors the theme, "Collective Heritage: Honoring the Past, Inspiring the Future", highlighting the importance of celebrating the rich cultural traditions that shape Hispanic identity while looking forward to the promise of future generations; and

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby recognize September 15 through October 15, 2025, as

Hispanic and Latinx Heritage Month

in Lacey, and encourage our community to celebrate the strengths that emerge from diversity and participate in activities to learn more about our Hispanic and Latinx communities, their histories, and contributions to our city and society.



Mayor Andy Ryder
September 16, 2025



LACEY CITY COUNCIL MEETING

September 16, 2025

SUBJECT: Body Worn Camera Redaction Fee

RECOMMENDATION: **Motion to:** Adopt Resolution 1172 to establish a Body Worn Camera Redaction fee for staff time associated with redacting body worn video footage.”

STAFF CONTACT: Rick Walk, City Manager
Robert Almada, Chief of Police
Anna McBee, Police Records Supervisor

ORIGINATED BY: Police Department

ATTACHMENTS:

1. Resolution 1172
2. City of Seattle Body Worn Video Redaction Cost Study Narrative, February 2017
3. Lacey Police Department BWV Redaction Time Tracking

FISCAL NOTE: Estimated around \$1,500 in fees annually

PRIOR REVIEW: City Council Regular Meeting – August 19, 2025

BACKGROUND: The Lacey Police Department (LPD) implemented a Body Worn Camera (BWC) program on April 1, 2023. LPD Officers now wear body worn cameras and capture recordings of public interactions. The recordings are public records subject to the Washington State Public Records Act (PRA), RCW 42.56. The PRA allows a law enforcement agency responding to requests for body worn camera recording to charge certain requesters the reasonable costs of redacting videos prior to disclosure per RCW 42.56.240(14)(f).

The PRA generally allows agencies to charge a requester the reasonable costs of redacting, altering, distorting, pixelating, suppressing or otherwise obscuring any portion of the body worn camera recording prior to disclosure. The following requesters are exempt from these fees per RCW 42.56.240(14)(e):

- A person directly involved in the incident recorded by the requested body worn camera recording.
- An attorney representing a person directly involved in an incident recorded by the requested body worn camera recording.
- A person or their attorney who requests a body worn camera recording relevant to a

criminal case involving that person.

- The executive director from the Washington State Commission on African-American Affairs, Asian Pacific American Affairs or Hispanic Affairs.
- If relevant to a cause of action, an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution, or a violation of a United State department of justice settlement.

For those not included in one of the above groups, the PRA allows agencies to charge the actual cost of redacting body worn camera recordings, including the cost of redaction technology, provided it is the least costly commercially available method. LPD is asking to charge requestors not exempted under RCW 42.56.240(14) the actual redaction time, at the rate of \$0.90 per minute.

The fee would be effective upon adoption of Resolution 1172.

Cost Analysis

The LPD would like to propose a charge for the actual time spent making those redactions required by the parameters outlined in the PRA. The charge is intended to compensate for staff time, including salary and benefits, directly applicable to redacting body worn camera videos. It also includes the annual Evidence.com Pro-License fee for each Police Records Specialist and the Records Supervisor. In this case that salary is approximately \$0.90 per minute. Based on the lowest step of the employees assigned responsibility for redacting videos.

In February 2017, the Seattle Police Department completed a Body Worn Video Redaction Cost Study (see Attachment 2) based on stopwatch style time studies to determine the amount of time it takes to redact body worn camera recordings. They determined a cost per minute of redaction time based on the weighted staff salary costs, a rate of \$0.60 per minute of redaction. This was subsequently updated by the Seattle Police Department in 2024, and their fee is now \$0.80 per minute

Other Washington state cities have determined similar rates to Seattle, such as the cities of Tukwila (\$0.63/minute of redaction time), Kent (\$0.91/minute of redaction time) and Olympia (\$0.80/minute of redaction time).

Using the Seattle Police Department study's methodology, and in compliance with the PRA, the City staff thinks it is appropriate and reasonable for the City of Lacey to charge a rate of \$0.90 per minute of video redaction time to requesters that are not exempt under RCW 42.56.240(14)(e). This will compensate the City for the actual staff time spent redacting body worn camera footage, while passing along only reasonable costs to the requester.

Following the Seattle study, in order to determine the actual per minute staff cost, LPD used the following numbers:

Police Records Specialist, Step 1

A. Monthly Salary:		\$5543.70
B. Monthly Benefits:		<u>\$3836.67</u>
C. Total Monthly Salary/Benefits	=	\$9380.37

Axon/Evidence.com License Fees

D. Monthly Professional License		\$31.74 (includes tax)
E. Annual Redaction Assistant User License		<u>\$6.58 (includes tax)</u>
F. Total Annual License Fees	=	\$38.32

Average Minutes worked by staff per month

G. 174 avg hours per month	=	10,440 minutes
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Estimated Cost Per Minute (C+F) / G	=	\$0.90
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An estimated cost of redaction based on past redaction times (*an average of two minutes to review/redact one minute of video*) and the recommended rate per minute will be tracked using the LPD BWV Redaction Time Tracking document (See Attachment 3). The requestor will be required to provide a 10% deposit for the body worn camera footage redaction time before the video is redacted if the estimated cost exceeds \$54.

This information was presented to council at the August 19, 2025 work session. At this discussion, the City Council requested staff to look into the possibility of annual, automatic inflation to this fee based on consumer price index increases. Staff does not recommend this as state law does not expressly allow for this. Staff recommends a static fee that could be updated by the City Council by Resolution periodically, or as needed.

NEXT STEPS:

Option 1: Adopt Resolution 1172 to establish a Body Worn Camera Redaction fee for staff time associated with redacting body worn video footage.

Option 2: No change. Do not adopt Resolution 1172. Do not establish a Body Worn Camera Redaction fee for staff time associated with redacting body worn video footage

Option 3: Provide staff with more direction. Staff would return at a later date for additional review and consideration.

Option 4: Some other option not provided in the above.

RESOLUTION 1172

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY, ADOPTING FEES FOR THE STAFF TIME ASSOCIATED WITH REDACTING LACEY POLICE DEPARTMENT BODY WORN VIDEO FOOTAGE REQUESTED PURSUANT TO PUBLIC RECORDS REQUESTS.

WHEREAS, the Lacey Police Department implemented a Body Worn Video Program on April 1, 2023; and

WHEREAS, body camera recordings are public records subject to Chapter 42.56 RCW, the Washington State Public Records Act; and

WHEREAS, pursuant to RCW 42.56.240(14)(f), law enforcement agencies are permitted to charge certain requesters (not exempted under RCW 42.56.240(14)(e)) the reasonable costs of redacting videos prior to disclosure; and

WHEREAS, the Lacey Police Department analyzed a 2017 Body Worn Video Redaction Cost Study completed by the Seattle Police Department, which determined the amount of time it takes to redact such footage, and multiplied that amount of time by the Lacey Police Department Records staff salaries to determine the "reasonable cost" for such redactions; and

WHEREAS, the City Council wishes to adopt a Lacey Police Department fee that will allow the City to recover the cost of actual staff time incurred by the City for redacting body worn video.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

1. **Police Department Fee Schedule.** The Lacey Police Department shall charge requestors not exempted under RCW 42.56.240(14) for the actual staff time cost incurred for redacting body worn video at the rate of \$0.90 per minute.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,

this _____ day of _____, 2025.

CITY COUNCIL

By _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

City of Seattle

Body Worn Video Redaction Cost Study

Narrative

February 2017

Background

SPD has implemented a Body Worn Video (BWV) program. Officers will wear body cameras and will capture recordings that are public records subject to the Washington Public Records Act, Chapt. 42.56 RCW (PRA). The PRA allows a law enforcement agency responding to requests for BWV recordings to charge certain requestors the reasonable costs of redacting videos prior to disclosure. The purpose of this cost study is to determine those reasonable costs. Allowable redaction costs are in addition to copying costs that agencies are legally allowed to charge requestors.

Introduction

With the exception of the following requestors, the PRA allows an agency to charge a requestor the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording prior to disclosure:

- A person directly involved in an incident recorded by the requested body worn camera recording;
- An attorney representing a person directly involved in an incident recorded by the requested body worn camera recording;
- A person or his or her attorney who requests a body worn camera recording relevant to a criminal case involving that person;
- The executive director from either the Washington state commission on African-American affairs, Asian Pacific American affairs, or Hispanic affairs; or
- If relevant to a cause of action, an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state Constitution, or a violation of a United States department of justice settlement.

An agency that charges redaction costs must use redaction technology that provides the least costly commercially available method of redacting body worn camera recordings, to the extent possible and reasonable.

The purpose of this cost study is to determine the reasonable cost of redacting BWV recordings in order to provide a requestor the estimated cost of redacting particular BWV recordings and, to provide requestors a choice of redaction types in order to reduce costs to those requestors.

Principles

- We charge for redactions based on the parameters provided in the PRA
- We charge staff time directly applicable to redacting videos
- We charge staff time (salary + benefits) for no more than the lowest-paid employee assigned responsibility for redacting video
- We have highly-skilled Video Specialists who apply their expertise to redact video in an efficient and skillful manner
- We use redaction technology that most effectively and efficiently meets the administrative and operational needs of the Department
- We do not charge requestors any costs related to the redaction technology
- The City incurs substantial costs for video management, processing, storage, and redaction technology
- In addition to allowed redaction costs, we charge requestors the actual cost of copies of BWV recordings as provided in the PRA

Types of Redactions

- Targeted Video Redaction of Person or Object with or without Targeted Audio Redaction: This blurs or blacks out the face or identifying features of an individual or object and removes exempt audio content
- Targeted Audio Redaction Alone: This removes exempt portions of the audio
- Targeted Blackout of Screen or Targeted Screen Blur with or without Audio Removal: This completely blacks out targeted segment(s) of video. It may also remove all audio from the segment(s) as called for
- Complete Screen Blur and Audio Removal: This blurs the entire screen for the entire duration of the video and removes all audio for the entire duration of the video
- The types of video redactions are illustrated in the next section

Video Redaction Type Illustrations

Targeted Video Redaction¹



Targeted Blackout of Screen



Screen Blur²



¹ The size of the dot or shape obscuring an individual or object may vary to ensure that exempt identifying details are sufficiently obscured.

² Screen Blur may be targeted for a specific length of time within a video or for the entire duration of the video at the option of the requestor. Screen blur here is illustrated at 60% blur. The level of blurring may vary to ensure that exempt identifying details are sufficiently obscured

Redaction Process

The cost of redacting video using current technology reflects actual staff time derived from the workflow necessary to apply redactions as detailed in the SPD Redaction Process Workflow, attached to this Cost Study.

Time Studies

Stopwatch style time studies were conducted to determine the amount of time it takes to redact BWV recordings including how long it takes to fully blur and remove audio from an entire video, eliminate one minute of video, redact one minute of simple audio, redact one minute of complex audio, redact one minute of simple video, and redact one minute of complex video.

Time Study Results:

Redaction Type	Actual Time	Redaction Time
Targeted Video Redaction with or without Targeted Audio Redaction	1 Minute per individual or object redacted	10 Minutes per individual or object redacted
Targeted Audio Redaction Alone	1 Minute	5 Minutes
Targeted Blackout of Screen, Targeted Screen Blur with or without Audio Removal	1 Minute	4.5 Minutes
Complete Screen Blur and Audio Removal	Per Video	1 Minute

Video Specialist Weighted Salaries

The weighted salaries for Video Specialists within SPD range from \$.61 per minute to \$.89 per minute. The PRA allows agencies to charge the actual cost of redacting BWV recordings including the cost of redaction technology provided it is the least costly commercially available method. The Video Specialists weighted salary amounts do not include the cost of redaction technology and the City does not intend to charge requestors technology costs at this time. The City intends to charge requestors at the rate of \$.60 per minute of Video Specialist time to redact body worn videos. This rate is below the actual cost incurred by the City for redacting video.

Estimating Redaction Costs

Based on the results of the cost study, SPD Public Disclosure Unit staff will calculate estimated redaction costs at the following rates:

Redaction Method	Estimated Cost Per Minute to Redact	Minutes to Redact Per Minute of Raw Footage	Estimated Cost of Redaction Per Minute of Raw Footage
Targeted Video Redaction with or without Targeted Audio Redaction	\$0.60 per individual or object redacted	10 per individual or object redacted	\$6.00 per individual or object redacted
Targeted Audio Redaction Alone	\$0.60	5	\$3.00

Targeted Blackout of Screen, Targeted Screen Blur with or without Audio Removal	\$0.60	4.5	\$2.70
Complete Screen Blur and Audio Removal	\$0.60	N/A	\$0.60/video

SPD Will Charge Redaction Costs Based on Actual Redaction Time

The City will charge requestors redaction costs reflecting the actual time it takes to redact a particular video calculated at the rate of \$0.60 per minute.

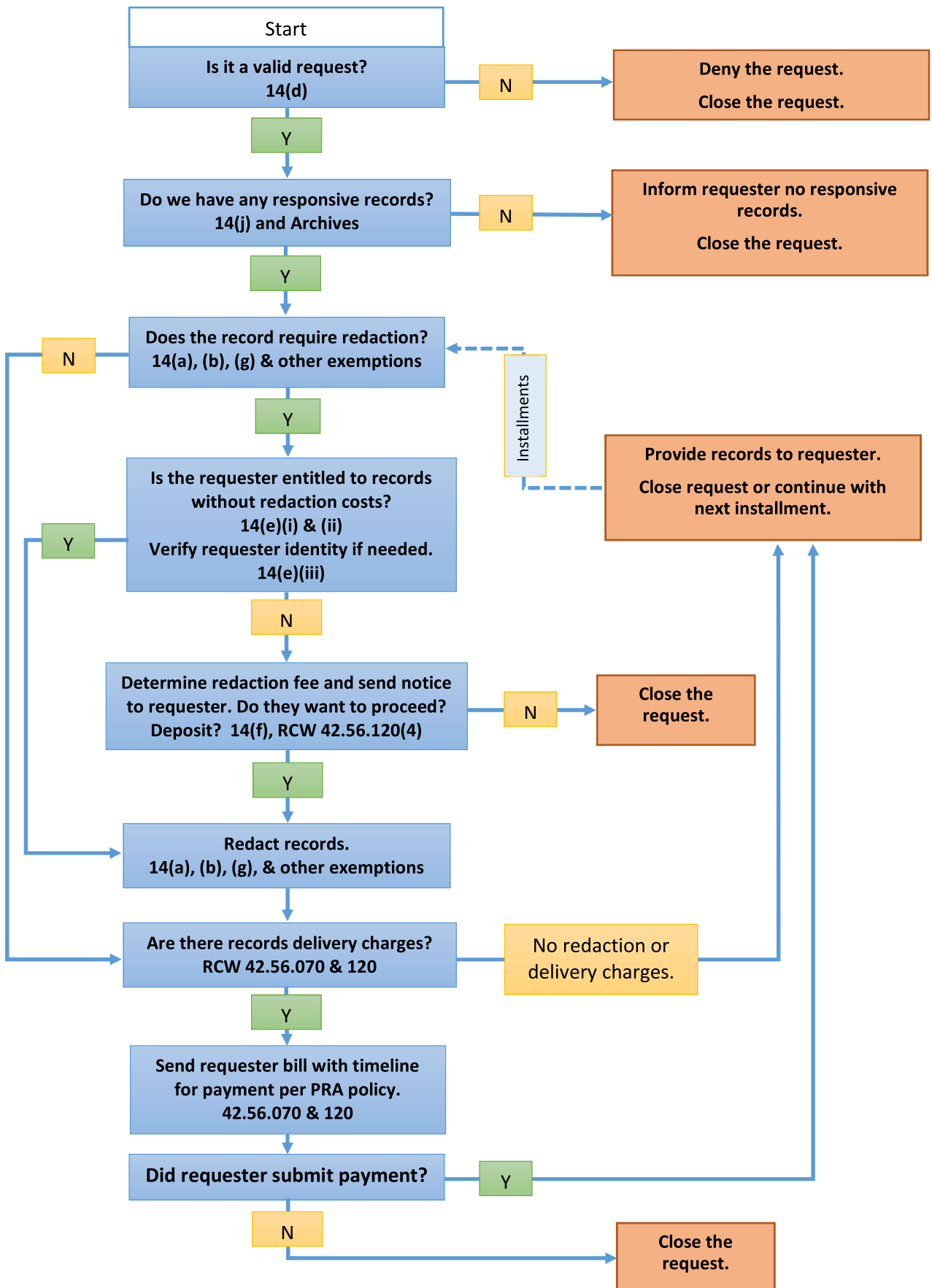
ATTACHMENT

SPD Redaction Process Workflow for Body Worn Video Redaction

1. Receive Initial Video Request
 - a. Locate video in Evidence.com using one or more of the following fields: case number, officer ID, and date/time
 - b. Conduct additional research in RMS/CAD to locate additional video not tagged by officer, if needed.
 - c. If one video is identified, then a direct download from Evidence.com can be conducted.
 - d. If multiple videos are identified, then a bulk download is requested (Evidence.com is a cloud-based system)
 - e. If targeted video and/or audio redaction is required proceed to either Step 2 **or** Step 3 depending on whether redaction will be done jointly by PDO and Video Specialist or by Video Specialist working independently
 - f. If complete screen blur and audio removal is required, proceed to step 4
2. Coordinated PDO/Video Specialist Redaction Process
 - a. Unzip video files and place videos temporarily on local machine
 - b. Receive Evidence.com download link via email and download videos.
 - c. Upload videos to GOVQA for PDO to identify redactable content.
 - d. Video Specialist deletes video files from local machine.
 - e. PDO watches and listens to video identifying content that requires redaction, detailing relevant time codes.
 - f. PDO sends redaction request to Video Unit
 - g. Video Unit receives request in GOVQA or Video Unit Electronic Ordering Form (one redaction request will usually contain multiple video files that need redacting).
 - h. Review redaction instruction spreadsheet with video timecodes, description of identifying information, and type of redaction (blur, audio only, etc.)
 - i. Print hard copy of request.
 - j. Locate videos in GOVQA.
 - k. Download to local workstation.
 - l. Import files to Adobe Premiere.
 - m. Conduct audio/video redactions as indicated in spreadsheet provided by the PDO.
3. Video Specialist Only Redaction Process
 - a. Unzip video files and place videos temporarily on local machine.

- b. Receive Evidence.com download link via email and download videos.
 - c. Download to local workstation.
 - d. Import files to Adobe Premiere Video Specialist watches and listens to video identifying content that requires redaction.
4. Video Specialist applies redactions
- a. If Complete Screen Blur and Audio Removal is required, Video Specialist applies blur to entire video and removes all audio as appropriate.
 - b. If Targeted Blackout of screen or audio redaction is required, Video Specialist will apply blackout and remove audio at appropriate points in video.
 - c. If Targeted Screen Blur or audio redaction is required, Video Specialist will apply screen blur and remove audio at appropriate points in video.
 - d. If the Targeted Video Redaction is required, Video Specialist must selectively blur/obscure video FRAME BY FRAME to ensure the exempt content is removed
 - i. Camera movement, lighting conditions, environment, proximity of individuals/objects to camera, number of individuals/objects to be redacted, and other qualitative factors will contribute to the complexity of the redaction.
 - e. Multiple passes of the video will be required to track individuals and/or ensure that all exempt video and audio content has been redacted throughout video.
 - f. Video Specialist conducts quality assurance by replaying video in real time 1:1 or slower 2:1 and event 3:1 to refine redaction and ensure redaction accuracy.
 - g. Export videos from Adobe Premiere.
5. Redaction Distribution
- a. Upload /Transfer redacted files to GOVQA.
 - b. Notification is generated after video redaction is complete and is sent to PDO that redaction is complete.
 - c. PDO receives the video files and reviews videos for accuracy.
 - d. If additional redactions are identified, then request is re-submitted to Video Specialist.
 - e. If no additional redactions are required, then Video Specialist logs request as completed.

Body Worn Camera Recordings PRA Flow Chart - RCW 42.56.240(14)



SPD BWV Template Responses

Template Response – Clarification of Wording of Request

This communication is in response to your public disclosure request received on _____.

To be a valid public records request for body-worn video, the requestor must provide certain information:

1. Specifically identify by name the person(s) involved in the incident,
2. Provide the incident or case number(s),
3. Provide the date(s), time(s), and location(s) of the incident(s), OR
4. Identify law enforcement or corrections officer(s) involved in the incident(s)

RCW 42.56.240(14)(d)(i-iv).

Your request does not contain the requisite information and, therefore, is not a valid request. We are denying your request because it does not meet the statutory requirements. You may submit a request containing the required information at any time.

Template Response – Inquiring Whether BWV Redaction Costs Apply to This Requestor

This communication is in response to your public disclosure request received on _____.

RCW 46.50.240(14)(e)(i) allows some requestors to receive copies body-worn camera video without paying redaction costs. Please find below the categories of requestors who are not required to pay redaction costs. Your request does not indicate whether you are within one of the designated categories.

If any of the following apply to you, please respond to this message by _____ indicating the category that applies to you:

- ☐ A person directly involved in the incident recorded by the requested BWC recording;
- ☐ An attorney representing a person directly involved in an incident recorded by the requested BWC recording;
- ☐ A person or his/her attorney who requests a BWC recording relevant to a criminal case involving that person;
- ☐ An executive director with Washington State Commission on African-American affairs, Asian Pacific American Affairs, Hispanic Affairs;
- ☐ An attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution or a violation of a U.S. D.O.J settlement.*

*If you are an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution or a violation of a U.S. D.O.J

You should confer with your legal counsel for PRA compliance and for consistency with your agency's PRA processes.

This material is provided for reference purposes only and does not constitute legal advice.

settlement, please explain the relevancy of the requested video(s) and submit a request for relief from redaction costs.

If you do not respond indicating that you are within one of the categories of requestors listed in RCW 46.50.240(14) (e)(i) by the date indicated above, we will charge the actual cost of redacting responsive body-worn video. We will provide you an estimate of applicable redaction costs on or about _____.

We estimate that we will provide you the responsive record(s) or a first installment of responsive records on or about _____.

Template Response – Estimated BWV Video Redaction Costs:

We have identified a body-worn video record(s) responsive to your request. The identified record(s) contains exempt information and requires video redaction. You have not self-identified as person who is exempt from redaction costs as provided in RCW 42.56.240(14)(f)(iii). As a result, SPD is allowed to charge you the reasonable costs related to redacting the body worn video(s) you have requested.

Below are the estimated costs of redaction. These costs are only estimates and may vary depending on the actual time it takes to complete your request. Further, SPD offers three different types of redaction. The costs may vary depending on which level of redaction is applied:

1. Targeted Video Redaction of Person or Object with or without Targeted Audio Redaction
 - a. This blurs or blacks out the face or identifying features of an individual or object and removes exempt audio content at the rate of \$6.00 per minute for each individual/object requiring redaction.
 - b. _____: _____ minutes of footage redacted x \$6.00 per minute x number of individuals and/or objects _____ = \$ _____
2. Targeted Audio Redaction Alone –
 - a. This removes exempt portions of the audio at the rate of \$3.00 per minute.
 - b. _____: _____ minutes of footage redacted x \$3.00 per minute = \$ _____
3. Targeted Blackout of Screen or Targeted Screen Blur with or without All Audio Removal -
 - a. This completely blacks out and removes all audio (if necessary) from targeted segment(s) of video at the rate of \$2.70 per minute.
 - b. _____: _____ minutes of footage redacted x \$2.70 cents a minute = \$ _____
4. Complete Screen Blur and/or Audio Removal-
 - a. This blurs the entire screen for the entire duration of the video and/or removes all audio for the entire duration of the video at the rate of \$0.60 per video.
 - b. _____ videos x \$0.60 cents per video = \$ _____

If you request Targeted Audio Redaction of audio content within Targeted Blackout of Screen or Targeted Screen Blur, the cost will be \$3.00 per minute for each minute of Targeted Audio Redaction plus \$2.70 per minute for each minute of Targeted Blackout of Screen or Targeted Screen Blur.

Please tell us which level of redaction you would like on your video. Once we receive your response, the Seattle Police Department will further respond to your request. If we do not hear from you within 30 calendar days, we will consider your request closed.

You should confer with your legal counsel for PRA compliance and for consistency with your agency's PRA processes.

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Template Response – BWV Inside Private Residence – No Legitimate Public Interest in Disclosure (Non-Involved Requestor)

You have requested body-worn video that includes content taken inside a private residence. Disclosure of a body worn camera recording of the interior of a place of residence where a person has a reasonable expectation of privacy is presumed to be highly offensive to a reasonable person under RCW 42.56.050. This presumption may be rebutted only by specific evidence in individual cases. (RCW 42.56.240(14)). Because you are a requestor who is not entitled to be in the residence (i.e., someone other than the resident, the legal representative of the resident, the subject of the video if the subject was entitled to be in the residence, the legal representative of the subject if the subject was entitled to be in the residence, or a person who has obtained the appropriate release from the resident), disclosure of the video content taken inside a private residence is presumed to be highly offensive, and SPD is aware of no evidence that would rebut that presumption in this particular case. Because SPD is not aware of a legitimate public interest in the disclosure of this content, this content is exempt from disclosure. Accordingly, SPD will withhold portions of the requested video that were filmed inside a private residence

Template Response – Third-Party Notice -- BWV Inside Private Residence – Legitimate Public Interest in Disclosure (Non-Involved Requestor)

This letter is to inform you that (requestor's name) has made public disclosure request to the Seattle Police Department (SPD) for (requested BWV). A copy of the request is attached. Washington State's Public Records Act (PRA) requires that SPD promptly release records upon request unless the records are specifically exempted from disclosure. In compliance with SPD's obligations under the law, SPD intends to release requested disclosable records including (describe BWV content).

To be exempt from disclosure, the disclosure of the content must be highly offensive to a reasonable individual **and** of no legitimate interest to the public. RCW 42.56.050. Disclosure of a body worn camera recording of the interior of a place of residence where a person has a reasonable expectation of privacy is presumed to be highly offensive to a reasonable person under RCW 42.56.050. (RCW 42.56.240(14)). There appears to be legitimate public interest, however, in the disclosure of the content of the requested video(s) in this case.

As a person affected by the request, however, you have the legal right under RCW 42.56.540 to bring legal action to enjoin the release of any records you believe may not be subject to disclosure. SPD will make the requested records available to (requestor's name and date) unless prior to that time you have obtained and the City of Seattle has been served with a court injunction prohibiting disclosure.

If you wish to see a copy of the records that will be disclosed prior to release, please send an email to (insert point of contact).

You should confer with your legal counsel for PRA compliance and for consistency with your agency's PRA processes.

This material is provided for reference purposes only and does not constitute legal advice.

Template Response – BWV Containing Images Presumed Highly Offensive – No Legitimate Public Interest in Disclosure (Non-Involved Requestor)

You have requested body-worn video that includes content the disclosure of which is presumed to be highly offensive to a reasonable person under RCW 42.56.050. This presumption may be rebutted only by specific evidence in individual cases. (RCW 42.56.240(14)). Because you are a requestor who is not entitled to highly offensive content (i.e., someone other than the subject of the video, the legal representative of the subject, or someone who has obtained the appropriate release from the subject), disclosure of the video content (describe presumptively offensive content) is presumed to be highly offensive, and SPD is aware of no evidence that would rebut that presumption in this particular case. Because SPD is not aware of a legitimate public interest in the disclosure of this content, this content is exempt from disclosure. Accordingly, SPD will withhold portions of the requested video containing (describe presumptively offensive content).

Template Response – BWV Containing Images Presumed Highly Offensive –Legitimate Public Interest in Disclosure (Non-Involved Requestor)

You have requested body-worn video that includes content the disclosure of which is presumed to be highly offensive to a reasonable person under RCW 42.56.050 (describe presumptively offensive content). (RCW 42.56.240(14)). To be exempt from disclosure, the disclosure of the content must be highly offensive to a reasonable individual **and** of no legitimate interest to the public. RCW 42.56.050. There appears to be legitimate public interest in the disclosure of the content of the requested video(s) in this case.

A person who is named in the record or to whom the record specifically pertains has the legal right under RCW 42.56.540 to bring legal action to enjoin the release of any records s/he believes may not be subject to disclosure. SPD has provided third-party notice to (identify third-party) informing him/her that it will make the requested records available to (requestor's name and date) unless prior to that time s/he has obtained and the City of Seattle has been served with a court injunction prohibiting disclosure.

You should confer with your legal counsel for PRA compliance and for consistency with your agency's PRA processes.

BWCR Redaction Checklist

Images Presumed Highly Offensive

- ☐ Interior of residence
- ☐ Facility/program providing medical/mental health treatment with patients receiving/waiting for treatment, being transported for treatment or health care information is shared (likely exempt healthcare/privacy)
- ☐ Intimate image that depicts full or partial nudity, or sexual activity (likely exempt privacy)
- ☐ Minor who may be identifiable (e.g., unidentified child standing next to identified parent) (likely exempt juvenile)
- ☐ Body of a deceased person (likely exempt decedent image)
- ☐ DV victim/witness identity or communications from DV victim/witness (likely exempt v/w identity nondisclosure only)
- ☐ DV program facility/shelter identifiable location info (likely exempt effective law enforcement)

Video Containing Other Images Presumed Highly Offensive:

- ☐ Is requestor entitled to highly offensive content (e.g., the subject of the video, the legal representative of the subject, the requestor has obtained the appropriate release from the subject)? May be competing interests in the recording i.e. interior of residence
 - If yes, provide the video with other redactions that may apply.
 - If no, consider whether there is any evidence that would rebut the presumption that this content is highly offensive. If so, provide the video with other redactions that may apply.
 - If no evidence to rebut presumption, consider whether there is a legitimate public interest in disclosure.
 - If no legitimate public interest in disclosure, withhold portion of video containing offensive images. Refer to **Template Response – BWCR Containing Images Presumed Highly Offensive – No Legitimate Public Interest in Disclosure (Non-Involved Requestor)**
 - If there is a legitimate public interest in disclosure, release portion of video containing offensive images with third party notice. Refer to **Template Response – BWCR Containing Images Presumed Highly Offensive – Legitimate Public Interest in Disclosure (Non-Involved Requestor)**

Common Redactions:

- | | |
|---|--|
| ☐ Cell Phone Screen Showing Content <ul style="list-style-type: none">○ City cell phone – Effective law enforcement/ WACIC Information/DOL○ Personal cell phone – Privacy | ☐ Driver's Lic. & ID #s (not from DOL) |
| ☐ MDT Screen Showing Content -- Effective law enforcement/ WACIC Information/DOL | ☐ DOL |
| ☐ Investigative Information | ☐ WACIC Information |
| ☐ Intelligence Information | ☐ Identifying Information of Juveniles |
| ☐ Requested Nondisclosure | ☐ Juvenile Crime Victims and Witnesses |
| ☐ C/V/W Nondisclosure | ☐ Child Victim Sex Crime |
| ☐ Privacy (investigative Record Content) | ☐ In-Custody Interrogation/Statement Recordings |
| | ☐ Passwords/Internal -Use Only Phone #s |
| | ☐ Confidential Informant |
| | ☐ Medical/Mental Health Care Rcds |
| | ☐ Medical/Mental Health Info (Privacy) |
| | ☐ SSNs |

You should confer with your legal counsel for PRA compliance and for consistency with your agency's PRA processes.

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Estimated Redaction Charges:

- ☐ Review video and estimate the number of minutes that require redaction
- ☐ Calculate the following redaction estimates for all redaction categories:

1. Targeted Video Redaction of Person or Object with or without Targeted Audio Redaction:

_____ (exempt content minutes)

x \$ __. __

x _____ (# people/objects)

\$ _____ (estimate)

2. Targeted Audio Redaction Alone

_____ (exempt content minutes)

x \$ __. __

\$ _____ (estimate)

3. Targeted Blackout of Screen or Targeted Screen Blur with or without Audio Removal

_____ (exempt content minutes)

x \$ __. __

\$ _____ (estimate)

4. Complete Screen Blur and/or Audio Removal

_____ (number of videos)

x \$ __. __

\$ _____ (estimate)

If request requires Targeted Audio Redaction of audio content within Targeted Blackout of Screen or Targeted Screen Blur, the cost will be \$ __. __ per minute for each minute of Targeted Audio Redaction plus \$ __. __ per minute for each minute of Targeted Blackout of Screen or Targeted Screen Blur.

Fill in the estimated redaction costs to provide to requestor—refer to **Template Response – Estimated BWCR Video Redaction Costs**

You should confer with your legal counsel for PRA compliance and for consistency with your agency's PRA processes.

[illegible]



LACEY CITY COUNCIL MEETING

September 16, 2025

SUBJECT: Resolution 1173 Permit Fee Schedule Corrections and Clarifications

RECOMMENDATION: **Motion:** Adopt Resolution 1173 amending the Building Fee Schedule and Land Use Fee Schedule.

STAFF CONTACT: Rick Walk, City Manager *RW*
Vanessa Dolbee, Community and Economic Development Director *VD*
Terry McDaniel, Community and Economic Development Building Official/Fire Marshal *TM*

ORIGINATED BY: Community and Economic Development Department

ATTACHMENTS: 1. Resolution 1173
2. Exhibit A – Permit Fee Schedule

FISCAL NOTE: It is anticipated that adjustments to the fee schedule could result in potentially reduced permit fee revenues.

WORK PLAN GOAL AND STRATEGY: N/A

PRIOR REVIEW: City Council was briefed on this topic as part of their August 12, 2025 Worksession.

BACKGROUND:

On March 19, 2024, Resolution 1143 was approved by the City Council, adopting a simplified fee schedule to ensure permit fees aligned with the City's software system capabilities and in an effort to resolve issues found by an Accountability Audit from the Office of the Washington State Auditor. Since the adoption of this Resolutions a number of changes have been identified by staff to correct errors, update fees based on current processes and ensure consistent application of fee increases and payment.

The proposed revisions to the City's permit fee schedule began with the correction of minor administrative errors discovered after adoption of the previous resolution. These

errors include transposed fee amounts for IBC and IRC projects under \$50,000, misapplied design review fees for Commercial and Mixed Use projects as well as Development Regulation Text Amendments, and the inadvertent removal of the “per hour” designation for staff time related to Environmental Impact Statements. Correcting these issues will restore accuracy and consistency in the application of the City’s fee schedule.

In addition to these corrections, the schedule is being updated to reflect changes in land use permits. This includes the addition of new fees, such as a fee for Rezones and Development Agreements, as well as clarifying language to specify that the limited administrative review fee encompasses administrative variances, temporary use permits, limited street merchant permits, and code interpretations. At the same time, outdated or unused permit types, including the Village Center Application, Site Plan Minor Amendment, and certain Wetlands Reviews, are being removed. These adjustments ensure that the fee schedule reflects both current practices and anticipated land use application processes.

Finally, the revisions provide needed clarity in how application fees are calculated and applied. The fee schedule language is being amended to specify that if labor contracts are not finalized, adjustments will be based on the prior year’s Seattle/Tacoma/Bellevue CPI-W index, providing staff with clear direction for determining increases. In addition, the fee policy will be updated to charge the fees in effect at the time of payment rather than at the time of application, reducing the risk of human error, ensuring consistency, and simplifying the administration of permit fees.

At the August 12, 2025 Council Worksession, Council provided staff direction to prepare a resolution to update the Building and Land Use Permit fee schedule addressing the aforementioned changes.

NEXT STEPS:

Option 1: Adopt Resolution 1173, to address and correct unintended administrative errors, add clarity to fee calculations, and incorporate new land use fees anticipated to be available in the near future.

Option 2: Do not adopt Resolution 1173.

Option 3: Some other option not contemplated in the above options.

City of Lacey - Building Fee Schedule

	<i>Fee</i>	<i>Extended Fee</i>	<i>Extended Fee Unit</i>
Adult Family Home Certification	\$547.00		
Building Permit (Commercial -IBC)			
Less than \$50,000	\$839.00		
\$50,000 to \$100,000	\$1,325.00		
\$100,000 to \$500,000	\$4,313.00		
\$500,000 to \$1,000,000	\$7,478.00	\$7.29	Per \$1,000 value over \$500,000
Greater than \$1,000,000	\$7,478.00	\$4.56	Per \$1,000 value over \$1,000,000
Building Permit (Residential -IRC)			
Less than \$10,000	\$191.00		
\$10,000 to \$25,000	\$573.00		
\$25,000 to \$50,000	\$765.00		
\$50,000 to \$100,000	\$1,295.00		
\$100,000 to \$500,000	\$1,295.00	\$7.29	Per \$1,000 value over \$100,000
\$500,000 to \$1,000,000	\$4,213.00	\$6.19	Per \$1,000 value over \$500,000
Greater than \$1,000,000	\$7,307.00	\$4.75	Per \$1,000 value over \$1,000,000
Building Permit (Tiny Home/ADU)	80%		Building Permit Fee (IRC)
Demolition Permit	\$91.00		Per Structure
Fire Alarm Permit	\$123.00	\$15.94	Each 2,500 sq. ft. over 2,500 sq. ft.
Fire Inspection	\$77.00		
Fire Sprinkler Permit			
Less than \$50,000	\$429.00		
\$50,000 to \$100,000	\$581.00		
\$100,000 to \$500,000	\$802.00		
\$500,000 to \$1,000,000	\$1,022.00		
\$1,000,000 to \$5,000,000	\$1,695.00		
Greater than \$5,000,000	\$5,738.00		
Grading Permit			
Less than 100 cubic yards	\$163.00		
100 to 1,000 cy	\$356.00		
1,000 to 10,000 cy	\$861.00		
10,000 to 100,000 cy	\$1,985.00		
Greater than 100,000 cy	\$3,314.00		
Manufactured Home Placement			
Single Wide	\$259.00		
Double Wide	\$325.00		
Triple Wide	\$612.00		
Mechanical Permit	\$80.00	\$26.00	Per Mechanical Fixture over 3
Mechanical Permit (Whole House)	\$381.00		
Plan Review (IBC/IFC)	65%		Building Permit Fee (IBC)

City of Lacey - Building Fee Schedule

Plan Review (IRC)	50%	Building Permit Fee (IRC)
Plan Review (Tiny Home/ADU)	25%	Building Permit Fee (Tiny Home/ADU)

	<i>Fee</i>	<i>Extended Fee</i>	<i>Extended Fee Unit</i>
Plumbing Permit	\$53.00	\$14.00	Per Plumbing Fixture over 3
Plumbing Permit (Whole House)	\$254.00		
Pools & Spas	\$66.00		
Residential Roof	\$213.00		
School Impact Fees			
Single Family	\$5,588.59		
Multi-Family (Per Unit)	\$2,356.67		
Sign Permit			
Wall Sign	\$327.00	\$167.00	Each Additional Wall Sign
Electronic Message Board	\$457.00		
All Other Signs	\$327.00		
Electrical Sign	\$52.00		
Solar Installation Permit	\$176.00		
Washington State Fees			
State Building Code Fee Commercial	\$25.00		
State Building Code Multi-Family Fee		\$2.00	Per Unit over 1
State Building Code Fee Residential	\$6.50		
State Energy Code Fee Commercial	\$211.00		
State Energy Code Fee Residential	\$101.00		
Inspections not in this schedule		\$152.00	Per Hour of Staff Time

City of Lacey - Electrical Fee Schedule

	<i>Fee</i>	<i>Extended Fee</i>	<i>Extended Fee Unit</i>
Low Voltage Thermostat	\$51.58	\$15.94	Each Additional Thermostat
Low Voltage Systems	\$59.81	\$15.94	Each 2,500 sq. ft. over 2,500
Generators	\$95.03		
New Circuits (IRC)	\$68.25	\$7.19	Each Circuit over 4
New Circuits (IBC)	\$97.43	\$7.19	Each Circuit over 5
New Construction (IRC)	\$103.78	\$33.14	Each 500 sq. ft. over 1,300 sq. ft.
New Construction (IBC)		<u>Multi-Family</u> (Also includes SFH alterations)	

	<u><i>Service (or Panel Change)</i></u>	<u><i>Feeder</i></u>	<u><i>Altered Service</i></u>
0 to 100 Amps	\$ 111.91	\$ 33.14	\$ 95.03
101 to 200 Amps	\$ 111.91	\$ 33.14	\$ 95.03
201 to 400 Amps	\$ 139.21	\$ 68.25	\$ 139.21
401 to 600 Amps	\$ 191.21	\$ 95.03	\$ 139.21
601 to 800 Amps	\$ 245.39	\$ 130.67	\$ 209.86
801 to 1000 Amps	\$ 350.01	\$ 262.48	\$ 209.86
1001 Amps and over	\$ 350.01	\$ 262.48	\$ 209.86

	<u><i>Service (or Panel Change)</i></u>	<u><i>Feeder</i></u>	<u><i>Altered Service</i></u>
0 to 100 Amps	\$ 111.91	\$ 68.25	\$ 111.91
101 to 200 Amps	\$ 136.29	\$ 87.01	\$ 111.91
201 to 400 Amps	\$ 262.48	\$ 103.78	\$ 262.48
401 to 600 Amps	\$ 306.04	\$ 122.12	\$ 262.48
601 to 800 Amps	\$ 395.75	\$ 166.41	\$ 395.75
801 to 1000 Amps	\$ 483.18	\$ 201.31	\$ 395.75
1001 Amps and over	\$ 527.15	\$ 281.03	\$ 439.62

Temporary Services	<u><i>Service</i></u>	<u><i>Feeder</i></u>
0 to 60 Amps	\$59.81	\$30.63
61 to 100 Amps	\$68.25	\$33.14
101 to 200 Amps	\$87.01	\$43.14
201 to 400 Amps	\$103.78	\$51.58
401 to 600 Amps	\$139.21	\$68.25
601 Amps and over	\$157.97	\$78.57

City of Lacey - Land Use Fee Schedule

	<i>Fee</i>	<i>Extended Fee</i>	<i>Extended Fee Units</i>
Annexation Initiated by Property Owners	\$2,217.00		
Appeal of Administrative Determination	\$2,689.00	\$272.00	Per Hour of Examiner's Time
Binding Site Plan (Preliminary)	\$1,973.00		
Binding Site Plan (Final)	\$869.00		
Boundary Line Adjustment	\$650.00		
Comprehensive Plan Text Amendment	\$4,369.00		
Comprehensive Plan and Map Amendment	\$5,152.00		
Conditional Use Permit	\$2,998.00		
Condominium	\$650.00		
Design Review (Residential)	\$128.00		
Design Review (Industrial)	\$454.00		
Design Review (Commercial/Mixed Use)			
Project Value less than \$1 million	\$194.00		
Project Value \$1 million to \$5 million	\$455.00		
Project Value \$5 million to \$10 million	\$784.00		
Project Value over \$10 million	\$1,046.00		
Development Agreement		\$173.00	Per Hour of Staff Time
Development Regulation Text Amendment	\$4,381.00		
Environmental Checklist	\$505.00		
Environmental Impact Statement		\$173.00	Per Hour of Staff Time
Forester Review		\$130.00	Per Hour of Forester's Time
Land Clearing (Minor)	\$128.00		
Land Clearing (No other permit)	\$390.00		
*Limited Administrative Review	\$258.00		
Master Plan Amendment		\$173.00	Per Hour of Planner's Time
Planned Residential Development (Preliminary)	\$650.00		
Planned Residential Development (Final)	\$258.00		
Rezone	\$2,562.00		
Shoreline Conditional Use Permit	\$3,259.00		
Shoreline Variance	\$3,259.00		
Shoreline Substantial Development Permit	\$3,259.00		
Shoreline Master Program Amendment	\$7,501.00		
Short Subdivision (Preliminary)	\$1,243.00	\$167.00	Per Lot
Short Subdivision (Final)	\$1,243.00	\$167.00	Per Lot
Sign Departure (Freeway Oriented)	\$2,998.00		
Site Plan Minor Amendment	\$128.00		

City of Lacey - Land Use Fee Schedule

Site Plan Review

(Administrative, & Woodland District)

Project Value less than \$1 million	\$2,103.00		
Project Value \$1 million to \$5 million	\$2,560.00		
Project Value \$5 million to \$10 million	\$3,551.00		
Project Value over \$10 million	\$4,517.00		
Subdivision (Preliminary)	\$2,783.00	\$50.00	Per Lot
Subdivision (Final)	\$2,021.00	\$50.00	Per Lot

	Fee	Extended Fee	Extended Fee Units
Variance (Hearing Examiner)	\$1,955.00		
Wetlands Review (Hearings Examiner)	\$4,369.00		
Wetlands Review (Examiner with other applications)	\$1,303.00		

* Includes but is not limited to temporary use permits, street merchant applications, code interpretations.

RESOLUTION 1173
CITY OF LACEY

A RESOLUTION REVISING THE LACEY FEE SCHEDULE AS IT RELATES TO
SERVICES PERFORMED BY THE COMMUNITY & ECONOMIC
DEVELOPMENT.

WHEREAS, Section 1.20.010 Lacey Municipal Code requires that certain fees, charges, and bonding requirements and penalties for failure to pay said fees and charges in a timely manner be established by resolution of the City Council; and

WHEREAS, On March 19, 2024 the City Council approved Resolution 1143 which adopted a simplified fee schedule to ensure permit fees aligned with the City's software system capabilities and which resolved issues found by an Accountability Audit from the Office of the Washington State Auditor; and

WHEREAS, Further review of the fee schedule has revealed certain corrections necessary to improve accuracy and consistency in the application of the City's fee schedule and clarity in how application fees are calculated and applied; and

WHEREAS, Changes in land use permits to include new fees for Rezones and Development Agreements need to be incorporated into the fee schedule; and

WHEREAS, all fees and charges for services provided by the City's Community & Economic Development Department are being incorporated into a single fee schedule to provide clarity to the public; and

WHEREAS, the City Council finds that updating the fee schedule as it relates to services performed by the Community & Economic Development Department to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, that:

1. Those certain fees and charges as set forth on Exhibit A attached hereto, shall be the fees and charges for services provided by the City of Lacey's Community & Economic Development Department, effective October 1, 2025.
2. All said fees shall be increased on July 1, 2026 and annually thereafter in an amount equal to the cost of living increase of Community and Economic Development Department employees as documented in the most current contract between the City and AFSCME. If the City and AFSCME have not entered into a contract by June 1st, the fee increase shall be based on the first half Consumer Price Index for the Seattle area.
3. Building and Land Use fee increases shall be truncated to the dollar. Electrical fee increases shall be truncated to the cent.

4. Building values will be calculated using the most current building valuation data as published by the International Code Council or by a valid contract with a licensed General Contractor.
5. Plan review fees are charged based on the estimated permit fee at the time of a complete application.
6. Tiny homes are single family dwelling units less than 1,500 square feet in living area.
7. The Hearings Examiner may refund a portion of or the entire appeal fee if a finding is made that the original decision was based on unreasonable grounds or without proper consideration of circumstances.
8. The Community & Economic Development Director may refund a portion of or the entire appeal fee if an application is withdrawn. The amount of the refund should be generally based on the amount of staff time which has been expended on review of the application.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this
____ day of _____, 2025.

CITY COUNCIL

By _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney



LACEY CITY COUNCIL MEETING

September 16, 2025

SUBJECT: Ordinance 1682 Adoption of 2021 International Series of Building Codes

RECOMMENDATION: Motion to: Approve Ordinance 1682 adopting the 2021 International Series of Building Codes.

STAFF CONTACT: Rick Walk, City Manager *RW*
Vanessa Dolbee, Community and Economic Development Director *VD*
Terry McDaniel, Community and Economic Development Building Official/Fire Marshal *TM*

ORIGINATED BY: Community and Economic Development Department

ATTACHMENTS: 1. Ordinance 1682

FISCAL NOTE: None

WORK PLAN GOAL AND STRATEGY: N/A

PRIOR REVIEW: City Council was briefed on this topic as part of their August 12th, 2025 Worksession.

BACKGROUND:

What are commonly referred to as the “Building Codes” are a series of documents updated every three years by the International Code Council (ICC) and the International Association of Plumbing and Mechanical Officials.

The “Building Codes” are designed to work together for the protection of life and property. The most recent additions were published in 2021. Following publication, the Washington State Building Code Council review and amend these documents and then adopt the new “Building Code” for all jurisdictions within the State of Washington to be effective March 15th, 2024. The State of Washington is very active in the code development process, and once completed, requires each jurisdiction to adopt these minimum standards by local ordinance.

Per Title 51 of the Washington Administrative Code (WAC), all jurisdictions in the State of Washington are required to adopt and enforce the State Building Codes by local

ordinances. Any Jurisdiction is further allowed to amend the State Building Codes, provided the amendments do not reduce the minimum performance standards of the codes.

The State of Washington, in Title 51 of the WAC, has adopted the 2021 editions of the following:

- ICC Performance Code for Buildings and Facilities (LMC 14.03)
- International Building Code (LMC 14.04)
- International Residential Code (LMC 14.04)
- International Mechanical Code (LMC 14.05)
- International Fuel Gas Code (LMC 14.05)
- Uniform Plumbing Code (LMC 14.06)
- International Fire Code (LMC 14.07)
- International Energy Conservation Code (Washington State Energy Codes) (LMC 14.09)
- International Existing Building Code (LMC 14.15)
- International Property Maintenance Code (LMC 14.16)
- International Swimming Pool & Spa Code (LMC 14.35)

Staff recommends adoption of the 2021 International Series of Building Codes.

Community and Economic Development staff initially discussed adoption of the 2021 Codes with Council at the June 8th, 2023 work session. The 2021 Codes were scheduled to be adopted by the State Building Code Council in November of 2023. However, after various delays, the 2021 Codes were not adopted by the State Building Code Council until March 15th, 2024.

Staff participated in the Lacey City Council Worksession on August 12th, 2025, to present the proposed adoption of the 2021 International Series of Building Codes. Council directed staff to bring the item forward for formal adoption at a future City Council meeting.

Since March 15th of 2024, the City of Lacey Community and Economic Development Department has applied the 2021 International Series of Codes on all projects, in alignment with state law.

NEXT STEPS:

Option 1: Adopt Ordinance 1682, adopting the 2021 International Series of Building Codes.

Option 2: Provide direction to staff on additional information needed prior to adopting the 2021 ICC regulations and Ordinance 1682.

ORDINANCE NO. 1682

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON, RELATED TO BUILDING AND CONSTRUCTION CODES, AMENDING CHAPTERS 14.03.010, 14.04.010, 14.05.010, 14.06.010, 14.07.010, 14.15.010, 14.16.010, AND 14.35.010, ALL OF THE LACEY MUNICIPAL CODE, AND APPROVING A SUMMARY FOR PUBLICATION.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Chapter 14.03.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.03.010 Adopted.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the International Code Council Performance Code for Buildings and Facilities, 2021~~18~~ Edition, published by the International Code Council, as the performance code for the city, regulating and governing the performance-based design, construction, and quality of materials.

Section 2. Chapter 14.04.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.04.010 Adopted.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Building Code, 2021~~18~~ Edition, as amended by Chapter 51-50 WAC, including the Appendix Chapters E, G, I, J, Q, and T therein, and the International Residential Code, 2021~~18~~ Edition, as amended by Chapter 51-51 WAC, as the building code and standards of the city; provided, that those sections of the International Building Code set forth in LMC 14.04.015 and those sections of the International Residential Code set forth in LMC 14.04.016 are amended to read as set forth in said sections.

Section 3. Chapter 14.05.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.05.010 Adopted.

There is adopted by this reference and made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Mechanical Code, 2021~~18~~ Edition,

published by the International Code Council, as amended by Chapter 51-52 WAC and the International Fuel Gas Code, 2021~~18~~ Edition, as the mechanical code of the city; provided that those sections of the International Mechanical Code set forth in LMC 14.05.015 are amended or deleted as set forth in said section.

Section 4. Chapter 14.06.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.06.010 Adopted.

There is adopted by this reference and made a part of this chapter as though fully set forth herein, at length, that certain code, known as Tthe Uniform Plumbing Code, 2021~~18~~ Edition, published by the International Association of Plumbing and Mechanical Officials, as amended by Chapter 51-56 WAC, as the plumbing code for the city; provided, that any provisions of such code affecting fuel gas piping are not adopted; ~~is adopted as the plumbing code for the city~~. All requirements of the Uniform Plumbing Code relating to building sewers are adopted.

Section 5. Chapter 14.07.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.07.010 Adopted.

There is adopted, except as amended in this chapter, that certain code known as the International Fire Code, 2021~~18~~ Edition, as amended by Chapter 51-54 WAC; provided, that, notwithstanding any wording in this code, participants in religious ceremonies shall not be precluded from carrying hand-held candles. Section 503, Fire Apparatus Access Roads, as amended herein, is also adopted. Finally, such adoption shall include Appendices B, C, D, E, F, and G.

Section 6. Chapter 14.15.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.15.010 Adopted.

There is adopted and by its reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the International Existing Building Code, 2021~~18~~ Edition, as amended by Chapter 51-50 WAC, published by the International Code Council.

Section 7. Chapter 14.16.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.16.010 Adopted.

There is adopted and by its reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Property Maintenance Code, 2021~~18~~ Edition, published by the International Code Council, as amended in LMC 14.16.016.

Section 8. Chapter 14.35.010 of the Lacey Municipal Code is hereby amended to read as follows:

14.35.010 Adopted.

There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the International Swimming Pool and Spa Code, 2021~~18~~ Edition, published by the International Code Council, as the performance code for the city, establishing minimum requirements for the design, construction, alteration, repair and maintenance of swimming pools, spas, hot tubs and aquatic facilities.

Section 9. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 10. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make corrections to this ordinance including, but not limited to, the corrections of scrivener's/clerical errors, references, ordinance numbering, section/subsection number and any references thereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,
WASHINGTON, at a regularly-called meeting thereof, held this ____ day of
_____, 2025.

CITY COUNCIL

By: _____
Mayor

Approved as to form:

City Attorney

Attest:

City Clerk

SUMMARY FOR PUBLIC ATION
ORDINANCE NO 1682
CITY OF LACEY

The City Council of Lacey, Washington passed on September 16, 2025, Ordinance No. 1682, entitled “AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON, RELATED TO BUILDING AND CONSTRUCTION CODES, AMENDING CHAPTERS 14.03.010, 14.04.010, 14.05.010, 14.06.010, 14.07.010, 14.15.010, 14.16.010, AND 14.35.010, ALL OF THE LACEY MUNICIPAL CODE, AND APPROVING A SUMMARY FOR PUBLICATION.”

The main points of the Ordinance are described as follows:

1. The Ordinance updates the building and construction codes contained in Title 14 of the Lacey Municipal Code.
2. The Ordinance approves this Summary for Publication.

A copy of the full text of this Ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

Published: _____, 2025.



LACEY CITY COUNCIL MEETING

September 16, 2025

SUBJECT: 2025 Budget Amendment

RECOMMENDATION: Motion to: Adopt Ordinance No. 1683 amending the 2025 Budget.

STAFF CONTACT: Rick Walk, City Manager *RW*
Troy Woo, Finance Director *TW*
Chelsea Yarwood, Accounting Manager *CY*

ORIGINATED BY: Finance Department

ATTACHMENTS: 1. Ordinance No. 1683
2. Summary for Proposed Ordinance

FISCAL NOTE: As outlined in the staff report

**WORK PLAN GOAL
AND STRATEGY:** None

PRIOR REVIEW: August 26, 2025 Council Worksession

BACKGROUND:

During the year, changes to the budget are required due to actions by the City Council, unexpected levels of activity during budget development, and the award of grants or other external funds. Historically, the budget has been amended immediately prior to the development of the next year's proposed budget document. The final adoption of the annual budget amendment is scheduled for September to assist with the development of the 2026 Budget document.

The following are significant budget amendments that have been identified since the adoption of the 2025 Budget and first amendment in June. The full details of the proposed budget amendments are attached to the proposed ordinance as exhibit "A".

Current Expense Fund (General Fund)

- The City entered into an MOU with Thurston County in order to partially fund the Lacey Veterans Services Hub operation. The County contributed \$60,000 toward the lease of the premises equivalent to two years of lease payments.

- Budget dollars for the Home Electrification and Appliance Rebate (HEAR) program are being moved from the professional services account to the special projects account. To reconcile the expenditures within the 2025 Budget, an amendment of \$408,580 is requested. There is no net effect on the budget.
- The bids for the bridge replacement project at Woodland Creek Community Park came in higher than anticipated. This created a potential shortfall of just under \$60,000. If the shortage occurs, partial funds have been identified by repurposing \$15,000 from the Woodland Creek Food Forest Irrigation Meter.

Capital Equipment Fund (General Fund)

- In anticipation of the completion and opening of Cuoio Park Phase 1A, extra park maintenance is required. An additional \$210,315 is requested for the equipment. The equipment includes a mower (\$175,000), all-terrain vehicle (\$22,315) and equipment trailer (\$13,000). A flatbed truck discussed with the June 2025 budget amendment was ordered in April ahead of the closure of the State purchasing agreement. In anticipation of the opening of the new park, this equipment will need to be ordered.

Arterial Street Fund

- A budget amendment is needed for the completion of the following Arterial Street capital project:
 - Grant funded right of way acquisition for College Street & 16th Avenue Roundabout - \$4,152,147

Transportation Benefit District Fund

- \$700,000 is requested for College Street Extension paving. The project is ahead of schedule, this paving was originally scheduled for 2026, so the current budget did not contemplate this amount

Community Development Block Grant Fund

- The City has finalized plans for the Community Development Block Grant funding and anticipates to receive \$348,393 in program funding.

General Obligation Bond Fund

- This is a correction to an account code used in the June 2025 Budget Amendment for the 2025 Limited Tax General Obligation (LTGO) bond principal of \$395,000. There is no net effect on the budget.

Building Improvement Fund

- Property has become available for the City to purchase that would benefit shop operations. The property would be split amongst the shop functions including Parks Maintenance, Streets, Water, Wastewater, and Stormwater. The estimated purchase price is \$600,000.

Parks and Open Space Fund

- Washington Recreation and Conservation Office grant funds have been awarded to the City making it possible to pursue two needed parks improvements. One of the projects is intended for improvements to Rainier Vista that includes pickleball courts, softball safety nets, and ping pong tables. The grant amount is up to \$500,000 with a City match of \$419,618 for a total project cost of \$919,618. Thurston Pickleball Club will be contributing \$25,000 and PARC (Park Arts Culture Recreation) Foundation will be contributing \$5,000 so the City's portion will be reimbursed \$30,000. The second project is intended for replacement of the William A. Bush Park ages 5-12 playground. The grant amount is up to \$220,710 with a City match of \$220,710 for a total project cost of \$441,420. Gateway Rotary will be contributing \$110,000 so the City's match portion will be reimbursed \$110,000.

Water Operations Fund

- During recent annual maintenance of the chlorine generator at the ATEC facility, it was discovered that some parts were heavily worn and no longer available from the manufacturer. The need to order a new chlorine generator became imminent. The cost is estimated at \$133,357.
- The continued annual growth in utility billing customers has resulted in the need to increase the contractual services budget by \$426,988 to cover bill printing and credit card merchant service fees.
- Staff continues to develop a formal recommendation to implement an accelerated meter replacement program in response to significant system challenges. Currently, thousands of water meters are not sending consumption information due to failing transmission units. As a result, these meters require manual readings, which creates significant inefficiencies in data collection. Furthermore, nearly 10,000 legacy meters are incompatible with the latest data transmission units and must be systematically phased out. The current budget amendment includes \$1,341,184 for meter inventory purchases in anticipation of moving forward with the broader meter replacement project. The cost of installation may be resolved in a separate budget amendment before year end. The forthcoming recommendation will likely propose the addition of temporary personnel or the engagement of a professional services contractor to execute a high-volume replacement effort. Currently, the existing Automated Meter Infrastructure (AMI) Technicians prioritize daily operational tasks, which means meter replacements are a secondary role. This current staffing model

is insufficient to complete the necessary replacements within an acceptable timeframe.

Water Capital Fund

- Budget amendments are needed for the completion of the following Water capital projects:
 - Golf Club Water - \$9,627
 - 2022 Source 29 Rehab - \$18,406
 - Source 24 Well Rehab - \$17,239
 - Source 07 Well Rehab - \$16,997
 - Southridge Water Improvement - \$5,000
 - Vista Village Water Improvement - \$5,000
 - Reclaimed Water Plan - \$20,190
 - Madrona Connection to 337 - \$200,000

Wastewater Capital Fund

- Budget amendments are needed for the completion of the following Wastewater capital projects:
 - Liftstation 19 Replacement - \$4,519
 - Golf Club Wastewater - \$6,778
 - Tolmie Park - \$261,901
 - Marvin Road Sewer Location - \$483,921
 - LOTT Mullen Rd Main - \$650,000
 - Vista Village Wastewater Improvements - \$5,000

Stormwater Capital Fund

- A budget amendment is needed for the completion of the following Stormwater capital project:
 - Southridge Stormwater Improvement - \$5,000

Joint Animal Services Fund

- The 2025 veterinary services budget requires an \$80,000 amendment based on year-to-date activity. Rising expenses stem from increased charges billed by one of the emergency veterinary providers, recent animal cruelty-cases, and higher prices for supplies and pharmaceuticals. One major driver is a 58.3% surge in animal intake, especially kittens. To sustain quality care, staff recommends the amendment and expects 2026 budgets to reflect the continued intake growth.

The following table contains the current budget amendment request amounts by fund type:

<u>Fund Type</u>	<u>Total Proposed Amendment</u>
General Fund	658,588
Special Funds	5,200,540
Debt Funds	-
Capital Funds	1,177,618
Utility Funds	3,867,208
Internal Service Funds	-
Fiduciary Funds	92,900
	10,996,854

NEXT STEPS:

Staff recommends the Lacey City Council take action by proceeding with Option 1.

Option 1: Approved motion to adopt the 2025 Budget Amendment Ordinance No. 1683.

Option 2: Direct staff to make changes to specific amendment recommendations and draft an amended exhibit "A" to Ordinance No. 1683 for Council consideration.

Option 3: Some other option not contemplated in the above options.

ORDINANCE NO. 1683

CITY OF LACEY

AN ORDINANCE AMENDING THE 2025 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1670 AND AMENDED BY ORDINANCE NO. 1679 BY REVISING THE BUDGETED AMOUNTS FOR THE CURRENT EXPENSE, COMMUNITY BUILDINGS, CITY STREET, ARTERIAL STREETS, TRANSPORTATION BENEFIT DISTRICT, COMMUNITY DEVELOPMENT BLOCK GRANT, GENERAL OBLIGATION BOND, BUILDING IMPROVEMENT, CAPITAL EQUIPMENT, PARKS AND OPEN SPACE, WATER M&O, WATER CAPITAL, WASTEWATER CAPITAL, STORMWATER CAPITAL, AND JOINT ANIMAL SERVICES FUNDS AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, there is a need for additional expenditures to be budgeted within the Current Expense, Community Buildings, City Street, Arterial Streets, Transportation Benefit District, Community Development Block Grant, General Obligation Bond, Building Improvement, Capital Equipment, Parks and Open Space, Water M&O, Water Capital, Wastewater Capital, Stormwater Capital, and Joint Animal Services Funds for expenditures which could not be contemplated at the time of adopting and previously amending the 2025 fiscal year budget; and

WHEREAS, revenues, as shown on Exhibit "A" attached hereto, are available from the sources indicated on said Exhibit for the making of said expenditures; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. The 2025 fiscal year budget and Ordinance No. 1670 adopting and Ordinance 1679 amending said budget are hereby amended by making those certain changes to the 2025 fiscal year budget set forth on Exhibit "A", attached hereto and made a part hereof as though fully set forth herein and for all purposes considered to be a portion of this ordinance.

Section 2. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. The summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, on this 16th day of September, 2025.

Approved as to form:

Mayor

City Attorney

ATTEST:

City Clerk

DRAFT

SUMMARY FOR PUBLICATION

ORDINANCE NO. 1683

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on September 3, 2024, Ordinance No. 1683 entitled **“AN ORDINANCE AMENDING THE 2025 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1670 AND AMENDED BY ORDINANCE NO. 1679 BY REVISING THE BUDGETED AMOUNTS FOR THE CURRENT EXPENSE, COMMUNITY BUILDINGS, CITY STREET, ARTERIAL STREETS, TRANSPORTATION BENEFIT DISTRICT, COMMUNITY DEVELOPMENT BLOCK GRANT, GENERAL OBLIGATION BOND, BUILDING IMPROVEMENT, CAPITAL EQUIPMENT, PARKS AND OPEN SPACE, WATER M&O, WATER CAPITAL, WASTEWATER CAPITAL, STORMWATER CAPITAL, AND JOINT ANIMAL SERVICES FUNDS AND APPROVING A SUMMARY FOR PUBLICATION.”**

A section by section summary of this ordinance is as follows:

Section 1 revises the amounts, which were budgeted for revenues and expenditures within the funds listed above by the 2025 fiscal year budget, which had been adopted by Ordinance No. 1670 and previously amended by Ordinance 1679.

Section 2 provides provisions for corrections.

Section 3 approves this summary.

A copy of the full text of this ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

City Clerk

Published: September 18, 2025

2025 Budget Amendments - Ordinance No. 1683 Exhibit "A"					
Account Numbers	Account Description	2025 Budget	Budget Amendment	2025 Budget as Amended	Comments
Current Expense Fund					
Revenues					
001-0000-308-0000	Beginning Cash	17,179,773	319,024	17,498,797	Cash reserves
001-0000-308-0000	Beginning Cash	17,498,797	5,000	17,503,797	Nisqually Tribe grant held in reserves
001-0000-369-9000	Other Misc Revenue / Other Misc Revenue	-	60,000	60,000	Thurston County funding of Veteran's Services Hub lease
Total Current Expense Fund Revenues		72,953,284	384,024	73,337,308	
Expenditures					
001-0401-511-5818	Agreements / Election/Voter Registrar	125,000	30,000	155,000	August 5 Primary Election - MPD
001-0401-512-5812	Agreements / District Court	480,000	32,000	512,000	Violations Bureau interlocal agreement
001-0805-565-1001	Salaries & Wages / Salaries-Regular	44,483	1	44,484	Rounding error from June amendment
001-1004-514-4101	Professional Services / Prof. Svc-Other	5,000	18,620	23,620	CivicClerk annual fee
001-2104-521-4151	Professional Services / BLEA	-	13,975	13,975	25% cost sharing for the Basic Law Enforcement Academy (BLEA)
001-2106-521-4302	Travel / Dues, Subscriptions, Publ	33,300	(23,566)	9,734	DFA - digital lab start-up: hardware, software, and tools
001-3601-519-4803	Repairs & Maintenance / Rep & Maint-Facilities	206,000	45,000	251,000	City hall heat pump repair
001-3601-519-4803	Repairs & Maintenance / Rep & Maint-Facilities	251,000	3,397	254,397	City hall HVAC repair
001-3701-558-4101	Professional Services / Prof. Svc-Other	930,098	(408,580)	521,518	Home Electrification and Appliance Rebate (HEAR)
001-3701-558-4920	Miscellaneous / Special Projects	529,734	408,580	938,314	Home Electrification and Appliance Rebate (HEAR)
001-7401-574-3101	Supplies / Office & Operating Supply	15,750	(15,000)	750	Fund possible WCCP bridge shortfall
001-7401-574-3535	Supplies / Replaced Equipment	9,000	22,556	31,556	Museum relocation
001-7401-574-4101	Professional Services / Prof. Svc-Other	137,048	(9,633)	127,415	Museum relocation
001-7403-574-3101	Supplies / Office & Operating Supply	6,500	(351)	6,149	Museum relocation
001-7403-574-4203	Communications / Communications - Recreation	26,495	(12,572)	13,923	Museum relocation
001-7501-597-1003	Transfers Out / Transfer Out 303 Fund	6,633,943	15,000	6,648,943	Fund possible WCCP bridge shortfall
001-7501-597-1102	Transfers Out / Transfer Out 302 Fund	899,577	23,566	923,143	DFA - digital lab start-up: hardware, software, and tools
001-7501-597-1102	Transfers Out / Transfer Out 302 Fund	923,143	5,000	928,143	DFA - digital lab start-up: hardware, software, and tools - Nisqually Tribe grant
001-7501-597-1102	Transfers Out / Transfer Out 302 Fund	928,143	25,716	953,859	Body-worn and fleet camera additions
001-7501-597-1102	Transfers Out / Transfer Out 302 Fund	953,859	210,315	1,164,174	Cuoio Park maintenance equipment
Total Current Expense Fund Expenditures		72,953,284	384,024	73,337,308	
Community Buildings					
Revenues					
005-0000-308-0000	Beginning Cash	257,230	2,270	259,500	Cash Reserves
Total Community Buildings Fund Revenues		997,177	2,270	999,447	
Expenditures					
005-7601-575-4606	Insurance / AWC-L & I Pool	2,100	2,270	4,370	AWC Labor & Industries Retro Pool - Experience Rating Change
Total Community Buildings Fund Expenditures		997,177	2,270	999,447	
City Street Fund					
Revenues					
101-0000-308-0000	Beginning Cash	1,133,292	2,000	1,135,292	Cash reserves
Total City Street Fund Revenues		5,962,500	2,000	5,964,500	
Expenditures					
101-4208-542-3111	Supplies / Roadway and Litter	2,000	2,000	4,000	Trash pickup program

Account Numbers	Account Description	2025 Budget	Budget Amendment	2025 Budget as Amended	Comments
Total City Street Fund Expenditures		5,962,500	2,000	5,964,500	
Arterial Streets Fund					
Revenues					
102-0000-333-2020	NHTSA / 20.205 Highway Planning	-	4,152,147	4,152,147	Grant funds for College and 16th ROW
Total Arterial Streets Fund Revenues		18,899,270	4,152,147	23,051,417	
Expenditures					
102-4101-595-9002	Capital Projects / Right of Way	3,350,000	4,152,147	7,502,147	College Street and 16th ROW acquisition
Total Arterial Streets Fund Expenditures		18,899,270	4,152,147	23,051,417	
Transportation Benefit District Fund					
Revenues					
103-0000-308-0000	Beginning Cash	460,594	700,000	1,160,594	Cash reserves
Total Transportation Benefit District Fund Revenues		4,325,000	700,000	5,025,000	
Expenditures					
103-4301-595-9003	Capital Projects / Road Way	3,719,000	647,500	4,366,500	College Extension paving
103-4301-595-9005	Capital Projects / Construction Engineering	478,500	52,500	531,000	College Extension paving
Total Transportation Benefit District Fund Expenditures		4,325,000	700,000	5,025,000	
Community Development Block Grant					
Revenues					
120-0000-333-1420	Department of HUD / Community Development	-	348,393	348,393	CDBG funding
Total Community Development Block Grant Fund Revenues		1,010	348,393	349,403	
Expenditures					
120-3701-558-6006	Capital Outlays / Improvements	-	348,393	348,393	CDBG awards
Total Community Development Block Grant Fund Expenditures		1,010	348,393	349,403	
General Obligation Bond Fund					
Expenditures					
201-1905-591-7022	Debt Service Principal / Principal LTGO 2025	395,000	(395,000)	-	2025 Principal Payment - 2025 LTGO Bonds (Police Station)
201-1904-592-7022	Debt Service Principal / Principal LTGO 2025	-	395,000	395,000	2025 Principal Payment - 2025 LTGO Bonds (Police Station)
Total General Obligation Bond Fund Expenditures		1,986,080	-	1,986,080	
Building Improvement Fund					
Revenues					
301-0000-308-0000	Beginning Cash	14,641,885	198,000	14,839,885	Cash reserves
Total Building Improvement Fund Revenues		40,509,640	198,000	40,707,640	
Expenditures					
301-0101-514-6005	Capital Outlay - Land	-	120,000	120,000	Parks maintenance portion of property purchase
301-0101-514-6005	Capital Outlay - Land	120,000	78,000	198,000	Street portion of property purchase

Account Numbers	Account Description	2025 Budget	Budget Amendment	2025 Budget as Amended	Comments
Total Building Improvement Fund Expenditures		40,509,640	198,000	40,707,640	
Capital Equipment Fund					
Revenues					
302-0000-367-1002	Miscellaneous Revenue / Contributions	-	5,697	5,697	DFA - digital lab start-up: hardware, software, and tools - Seattle PD Contribution
302-0000-397-1101	Transfer In 001, 003, 005	1,000,620	23,566	1,024,186	DFA - digital lab start-up: hardware, software, and tools
302-0000-397-1101	Transfer In 001, 003, 005	1,024,186	5,000	1,029,186	DFA - digital lab start-up: hardware, software, and tools - Nisqually Tribe grant
302-0000-397-1101	Transfer In 001, 003, 005	1,029,186	25,716	1,054,902	Body-worn and fleet camera additions
302-0000-397-1101	Transfer In 001, 003, 005	1,054,902	210,315	1,265,217	Cuoio Park maintenance equipment
Total Capital Equipment Fund Revenues		2,745,951	270,294	3,016,245	
Expenditures					
302-0102-519-6410	Capital Outlays / Capital-Police	682,893	34,263	717,156	DFA - digital lab start-up: hardware, software, and tools
302-0102-519-6412	Capital Outlays / Capital-Public Works-Pks	130,404	175,000	305,404	Mower for Cuoio Park maintenance
302-0102-519-6412	Capital Outlays / Capital-Public Works-Pks	305,404	22,315	327,719	ATV for Cuoio Park maintenance
302-0102-519-6412	Capital Outlays / Capital-Public Works-Pks	327,719	13,000	340,719	Trailer for Cuoio Park maintenance
302-0102-594-6021	Capital Outlay / BWC Installment	239,250	25,716	264,966	Installment payment on body worn and vehicle cameras
Total Capital Equipment Fund Expenditures		2,745,951	270,294	3,016,245	
Parks & Open Space Fund					
Revenues					
303-0000-308-0000	Beginning Cash	511,894	213,908	725,802	Cash Reserves
303-0000-334-0270	Interagency Committee / Outdoor Recreation IAC	500,000	500,000	1,000,000	RCO grant funding for Rainier Vista park improvements
303-0000-334-0270	Interagency Committee / Outdoor Recreation IAC	1,000,000	220,710	1,220,710	RCO grant funding for Bush Park playground replacement
303-0000-367-0000	Miscellaneous Revenue / Contributions	110,000	25,000	135,000	Thurston County Pickleball Club contribution
303-0000-367-0000	Miscellaneous Revenue / Contributions	135,000	5,000	140,000	PARC Foundation contribution
303-0000-397-1101	Transfer In 001, 003, 005	6,883,943	15,000	6,898,943	Fund possible WCCP bridge shortfall
Total Parks & Open Space Fund Revenues		8,787,921	979,618	9,767,539	
Expenditures					
303-0106-576-6003	Capital Outlay/Improvements	8,316,044	60,000	8,376,044	WCCP bridge contingency
303-0106-576-6003	Capital Outlay/Improvements	8,376,044	500,000	8,876,044	Rainier Vista park improvements grant match
303-0106-576-6003	Capital Outlay/Improvements	8,876,044	419,618	9,295,662	Rainier Vista park improvements
Total Parks & Open Space Fund Expenditures		8,787,921	979,618	9,767,539	
Water Fund					
Revenues					
401-0000-308-0000	Beginning Cash	274,926	1,755,630	2,030,556	Cash reserves
Total Water Fund Revenues		25,300,577	1,755,630	27,056,207	
Expenditures					
401-3403-534-3148	Supplies / Repair and Maintenance	612,300	133,357	745,657	Chlorine Generator at the ATEC facility
401-3402-514-3137	Supplies / Meters	1,429,224	1,341,184	2,770,408	Meter inventory for replacement project
401-3402-514-4906	Miscellaneous / Maintenance Contracts	200,000	(145,899)	54,101	Charges reclassified to contractual services
401-3402-514-4960	Miscellaneous / Contractual Services	300,000	426,988	726,988	Increase to bill printing and credit card merchant services charges
Total Water Fund Expenditures		25,300,577	1,755,630	27,056,207	

Account Numbers	Account Description	2025 Budget	Budget Amendment	2025 Budget as Amended	Comments
Water Capital Fund					
Revenues					
410-0000-308-0000	Estimated Beginning Cash / Construction Cash	13,560,700	484,459	14,045,159	Cash reserves
Total Water Capital Fund Revenues		32,077,961	484,459	32,562,420	
Expenditures					
410-3418-534-9001	Capital Projects / Preliminary Engineering	2,901,275	30,190	2,931,465	Southridge improv, Vista Village improv, reclaimed water plan
410-3418-534-9005	Capital Projects / Construction Engineering	2,183,059	34,670	2,217,729	S29 rehab, S24 rehab, S07 rehab, Golf Club water main, Madrona connection
410-3418-534-9013	Capital Projects / Construction/Utilities	25,956,230	227,599	26,183,829	S29 rehab, S24 rehab, S07 rehab, Golf Club water main, Madrona connection
410-3418-534-9022	Capital Projects / Purchase of Land	500,000	192,000	692,000	Water portion of property purchase
Total Water Capital Fund Expenditures		32,077,961	484,459	32,562,420	
Wastewater Capital Fund					
Revenues					
411-0000-308-0000	Estimated Beginning Cash / Construction Cash	4,613,646	1,580,119	6,193,765	Cash reserves
Total Wastewater Capital Fund Revenues		19,165,288	1,580,119	20,745,407	
Expenditures					
411-3518-535-9001	Capital Projects / Preliminary Engineering	2,535,162	5,000	2,540,162	Vista village improv
411-3518-535-9005	Capital Projects / Construction Engineering	1,277,018	56,784	1,333,802	LS19 replacement, Golf Club wastewater main, Tolmie Park, Marvin rd sewer relocation
411-3518-535-9013	Capital Projects / Construction/Utilities	15,353,108	700,335	16,053,443	S29 rehab, S24 rehab, S07 rehab, Golf Club watermain
411-3518-535-9022	Capital Projects / Purchase of Land	-	650,000	650,000	LOTT Mullen Main
411-3518-535-9022	Capital Projects / Purchase of Land	650,000	168,000	818,000	Wastewater portion of property purchase
Total Wastewater Capital Fund Expenditures		19,165,288	1,580,119	20,745,407	
Stormwater Capital Fund					
Revenues					
412-0000-308-0000	Beginning Cash	192,315	47,000	239,315	Cash reserves
Total Stormwater Capital Fund Revenues		2,482,135	47,000	2,529,135	
Expenditures					
412-4218-542-9001	Capital Projects / Preliminary Engineering	579,276	5,000	584,276	Southridge stormwater improv
412-4218-542-9017	Capital Projects / Land	-	42,000	42,000	Stormwater portion of property purchase
Total Stormwater Capital Fund Expenditures		2,482,135	47,000	2,529,135	
Animal Services					
Revenue					
503-0000-308-0000	Beginning Cash	758,406	92,900	851,306	Cash reserves
Total Animal Services Revenue		3,604,949	92,900	3,697,849	
Expenditures					
503-3901-539-4606	Professional Services / Prof. Svc-Other	-	12,900	12,900	AWC Labor & Industries Retro Pool - Experience Rating Change
503-3902-539-3502	Animal Supplies / Supplies-Medical/Vaccine	44,000	25,000	69,000	Veterinary supplies
503-3902-539-4119	Professional Services / Prof. Svc-Vet Services	5,000	55,000	60,000	Veterinary services
Total Animal Services Expenditures		3,604,949	92,900	3,697,849	



LACEY CITY COUNCIL MEETING

September 16, 2025

SUBJECT: 2025-2026 Lacey Youth Council Advisory Board Representatives

RECOMMENDATION: Option 1: Motion to “Appoint recommended Lacey Youth Councilmembers identified in **Table A** to serve as Youth Council Advisory Board Representatives for the 2025-2026 term.”

STAFF CONTACT: Rick Walk, City Manager *RW*
Shannon Kelley-Fong, Assistant City Manager
Sadie Siglin, Management Analyst *SS*

ORIGINATED BY: City Manager’s Office

ATTACHMENTS: None

FISCAL NOTE: None

PRIOR REVIEW: None

BACKGROUND: Pursuant to the [Lacey City Council Policies and Procedures Manual](#), each term Lacey Youth Council (Youth Council) members are appointed to serve as representatives on the following Advisory Boards:

- Parks, Culture, and Recreation Board
- Library Board
- Commission on Equity
- Historical Commission

In addition, [Ordinance No. 1667](#) added a Youth Council representative to serve on the Human Services Commission.

Selection Process

During Youth Council orientation, youth councilmembers learn about the roles and responsibilities of the City’s advisory boards. They were introduced to each board and then had the opportunity to run for a position as the advisory board representative for the term. Representatives are elected by the youth councilmembers themselves and appointed by the Lacey City Council.

At the September 2, 2025, Youth Council regular meeting, the councilmembers identified in **Table A** were elected to serve as Advisory Board Representatives for the 2025-2026 Youth Council term:

Table A 2025-2026 Recommended Youth Advisory Board Representatives	
Councilmember	Role
Aryan Kumar	Representative to the Parks, Culture, & Recreation Board
Luka Froehlich	Representative to the Library Board
Michelle Ewig	Representative to the Commission on Equity
Avani Kumar	Representative to the Historical Commission
Jennifer Zheng	Representative to the Human Services Commission

NEXT STEPS:

- Option 1:** Appoint applicants identified in **Table A** to serve as Advisory Board representatives for the 2025-2026 term.
- Option 2:** Do not approve the recommendation as described above. Do not appoint Youth Councilmembers as Advisory Board representatives for the 2025-2026 term.
- Option 3:** Provide direction to City staff on other elements to consider. After further diligence on these elements, City Staff would then return to the City Council to review additional materials for consideration.