



## City Council Regular Meeting Agenda

Refer to the bottom of the agenda for meeting information.

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Tuesday, June 16, 2026

6:00 PM

Council Chambers and Online

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**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. May 26, 2026, Worksession Minutes
- B. June 2, 2026, Informational Minutes
- C. June 2, 2026, Council Minutes
- D. Payment of claims, wages and transfers for May 27–June 5, 2026
- E. City Manager Annual Step Increase

**6. Public Recognitions, Proclamations, and Presentations**

- A. **Recognition: Community Academy Graduation**  
Jenny Bauersfeld, Communications Specialist
- B. **Public Service Award: Tula'i Patane, Historical Commission**  
Andy Ryder, Mayor
- C. **Presentation: Celebrating America250**  
Jen Burbidge, Parks, Culture, and Recreation Director
- D. **Proclamation: America 250 Month**  
Shirley Stirling and Franida Maudsley, Daughters of the American Revolution

- E. **Proclamation: LGBTQIA+ Pride Month**  
El Sánchez, Executive Director, Pizza Klatch

**7. Public Comment**

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

**8. Agenda Items**

- A. **Contract Award: Veteran's Hub ADA Improvements**  
Ashley Smith, Engineering Design Manager
- B. **Ordinance 1701: Update to LMC 3.02.050 Business and Occupation Tax**  
Chelsea Knight, Deputy Finance Director
- C. **Ordinance 1702: Update to LMC 13.52 Latecomer Agreements**  
Joey Etter, Development Review Manager
- D. **Commission on Equity Work Plan**  
Shannon Kelley-Fong, Assistant City Manager

**9. City Manager's Report**

**10. Mayor's Report**

**11. Council Reports**

- A. Deputy Mayor Malcolm Miller
- B. Councilmember Lenny Greenstein
- C. Councilmember Carolyn Cox
- D. Councilmember Nicolas Dunning
- E. Councilmember Maren Turner
- F. Councilmember Ryan Siu

**12. Executive Session**

- A. **Executive Session pursuant to RCW 42.30.110(1)(i)**

**13. Adjourn**

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**Attendance and Public Comment**

**Attend Remotely 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\\_131SDB1oTam-xlh2y-PFQw](https://us02web.zoom.us/webinar/register/WN_131SDB1oTam-xlh2y-PFQw)
- Website:                        <https://cityoflacey.org/government/public-meetings/>
- Facebook:                     <https://www.facebook.com/cityoflacey>
- YouTube:                      <https://www.youtube.com/watch?v=at21ehMY2k4>
- Cable:                            Channel 77 with your local cable provider

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 862 1571 0700)

### **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\\_131SDB1oTam-xlh2y-PFQw](https://us02web.zoom.us/webinar/register/WN_131SDB1oTam-xlh2y-PFQw)

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](mailto: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 Worksession Minutes

Tuesday, May 26, 2026

Council Chambers and Online

### 1. Call to Order

Mayor Ryder called the meeting to order at 6 p.m.

### 2. Roll Call

#### Council Present

Mayor Andy Ryder

Deputy Mayor Malcolm Miller

Councilmember Lenny Greenstein

Councilmember Carolyn Cox

Councilmember Nicolas Dunning

Councilmember Maren Turner

Councilmember Ryan Siu

#### Staff Present

Rick Walk, City Manager

Shannon Kelley-Fong, Assistant City Manager

Dave Schneider, City Attorney

Vanessa Dolbee, Community and Economic Development Director

Shanelle Pierce, Special Projects Administrator

Ryan Andrews, Community Planning Manager

Lindsey Fields, Climate and Sustainability Coordinator

Michelle Chavez, Human Services Coordinator

Paul J. White, Deputy City Clerk

### 3. Land Acknowledgement

Mayor Ryder presented the abbreviated Land Acknowledgement.

### 4. Approval of the Agenda

**Councilmember Greenstein moved to approve the agenda. Councilmember Cox seconded. The motion carried.**

## 5. Public Comment

Three (3) people registered to speak at the meeting.

Tom Crawford, Thurston County resident, commented in support of a home energy score ordinance that would require some home sellers to provide an energy efficiency report when listing a property.

Stephanie Scott, Lacey resident, commented on the Jungle homeless encampment and the disruptions associated with camp closure processes and displacement of residents.

Lynn Fitz-Hugh, Olympia resident, commented on climate change and the home energy score ordinance.

Two (2) written public comments were received.

## 6. Agenda Items

### A. Climate and Sustainability Updates

Vanessa Dolbee, Community and Economic Development Director

Ryan Andrews, Community Planning Manager

Lindsey Fields, Climate and Sustainability Coordinator

Fields summarized City goals and programs for greenhouse-gas (GHG) emission reduction. Fields presented a wedge analysis of GHG emissions by sector for Thurston County. Greenhouse-gas-emission statistics over multiple years were presented. It was reported that per capita emissions for Lacey residents dropped 7.4 percent since 2015. Efforts to reduce vehicle miles traveled (VMT) and the status of climate-mitigation-program funding were described. Home Energy Score (HES) ordinances promoted by the Thurston Climate Mitigation Collaborative (TCMC) have been adopted by Thurston County and Olympia, and are under consideration by the City of Tumwater. Fields described a program to provide emergency portable heat pumps for seniors in collaboration with the Lewis, Mason, Thurston Area Agency on Aging (LMTAAA) and South Puget Sound Habitat for Humanity (SPSHH). The heat pumps allow seniors to cool living spaces in their homes during hot summer months. An update on the City's e-bike program for City employees was presented. The grant-funded program provides a pathway to employee ownership of e-bikes to provide alternatives to commuting by car in an effort to reduce GHG emissions.

### B. Human Services Grant Program

Shannon Kelley-Fong, Assistant City Manager

Michelle Chavez, Human Services Coordinator

Chavez described the 2026 Human Services Grant Program, including funding, eligible participants, application process, and review by the Human Services Commission for Council recommendation. There were comparisons to 2024 and

2025. Program updates considered by the commission were summarized. For 2026, the commission recommends program updates described as Option 3. These include not capping the amount awardees can use for administrative expenses, setting a maximum award of \$30,000 for service projects and \$50,000 for capital projects, not setting a minimum request amount, and adjusting application scoring to consider number of Lacey residents served and use of funds for program priorities. Chavez shared the 2026 program timeline.

**C. Solid Waste Franchise Update**

Shannon Kelley-Fong, Assistant City Manager  
Shanelle Pierce, Special Projects Administrator  
Jeanette Jurgensen, Bin There Consulting & Epicenter Services

Pierce presented the background and options for the City to impose franchise fees on solid waste collection. Lacey operates under the jurisdiction of the Washington Utilities and Transportation Commission (UTC) system, in which contracts have been awarded for defined franchise areas. Harold LeMay Enterprises, dba Pacific Disposal, services Thurston County. To establish a solid waste franchise fee, a 7-10-year UTC transition franchise agreement would be required with Pacific Disposal. Future solid waste collection arrangements were described and potential rates and revenue were summarized.

**D. Council Reports**

Councilmember Greenstein provided a report from TCOMM911.

Councilmember Cox provided reports from Intercity Transit Authority and the Mayors Forum as an alternate.

Councilmember Dunning commented on a Nisqually Tribe presentation.

Councilmember Turner provided reports from the Nisqually River Council and Thurston Regional Planning Council and commented on attending a recent Lacey South Sound Chamber of Commerce meeting.

Councilmember Siu provided a report from the Thurston Climate Mitigation Collaborative and commented on an AAPI heritage celebration.

City Manager Rick Walk provided information about the Community Academy scheduled for May 28, 2026, at which participants will have a chance to meet councilmembers.

## 7. Adjourn

Mayor Ryder adjourned the meeting at 7:51 p.m.

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## Lacey City Council Informational Dinner Meeting Minutes

Tuesday, June 2, 2026

Lacey City Hall Community Room

### 1. Call to Order

Deputy Mayor Miller called the meeting to order at 4:30 p.m.

### 2. Roll Call

#### Council Present

Mayor Andy Ryder (present after 4:31 p.m.)

Deputy Mayor Malcolm Miller

Councilmember Lenny Greenstein

Councilmember Carolyn Cox

Councilmember Nicolas Dunning

Councilmember Maren Turner (present after 4:44 p.m.)

Councilmember Ryan Siu

#### Staff Present

Rick Walk, City Manager

Elissa Fontaine, City Clerk

### 3. Land Acknowledgement

Deputy Mayor Miller presented the abbreviated Land Acknowledgement.

### 4. Approval of the Agenda

**Councilmember Greenstein moved to approve the agenda. Councilmember Siu seconded. The motion carried.**

### 5. Discussion on Local and Regional Matters

Discussion ensued on the following topics:

1. Code enforcement update
2. City Manager evaluation process
3. Opioid Abatement Council

4. Cuoio Park project update
5. Police station project update
6. Official newspaper designation
7. Home energy score impact
8. Flag policy
9. Long-term "Jungle" encampment planning
10. Quiemuth Village project update
11. Public Works Director recruitment process
12. Council training and travel budget

No final action was taken per Lacey City Council Policies and Procedures, Chapter 7.01.

## **6. Adjourn**

The meeting was adjourned at 5:46 p.m.



## City Council Regular Meeting Minutes

Tuesday, June 2, 2026

Council Chambers and Online

### 1. Call to Order

Mayor Ryder called the meeting to order at 6:00 p.m.

### 2. Roll Call

#### Council Present

Mayor Andy Ryder  
Deputy Mayor Malcolm Miller  
Councilmember Lenny Greenstein  
Councilmember Carolyn Cox  
Councilmember Nicolas Dunning  
Councilmember Maren Turner  
Councilmember Ryan Siu

#### Staff Present

Rick Walk, City Manager  
Shannon Kelley-Fong, Assistant City Manager  
Dave Schneider, City Attorney  
Sadie Siglin, Management Analyst  
Michelle Chavez, Human Services Coordinator  
Charlene McHendry, Water Resources Specialist  
Elissa Fontaine, City Clerk

### 3. Pledge of Allegiance

Mayor Ryder led the flag salute.

### 4. Land Acknowledgement

Mayor Ryder presented the abbreviated Land Acknowledgement.

### 5. Approval of **Amended\*** Agenda and Consent Agenda Items

- A. Informational Dinner Meeting Minutes of May 5, 2026
- B. Regular Meeting Minutes of May 5, 2026
- C. Joint Meeting Minutes of May 12, 2026

- D. Regular Meeting Minutes of May 19, 2026
- E. Approval of Payment of Claims, Wages, and Transfers for May 6-22, 2026

**Councilmember Greenstein moved to approve the amended agenda as published on May 29, 2026, to remove item 12(a), Executive Session, and to approve the consent agenda. Deputy Mayor Miller seconded. The motion carried.**

## **6. Public Recognitions, Proclamations, and Presentations**

### **A. Lacey Youth Council Recognition**

Sadie Siglin, Management Analyst

Siglin presented the 2025-2026 Lacey Youth Council (LYC) for their end-of-term recognition. Siglin highlighted the LYC's work over the year and discussed recruitment efforts for the upcoming year. The following LYC members were present to receive their end-of-term recognition from the City Council:

- Dior Trinh, Senior, River Ridge High School
- Isabella Valerio, Junior, River Ridge High School
- Makayla Pennington, Senior, River Ridge High School
- Matthew Mandig, Senior, Timberline High School
- Aryan Kumar, Senior, Timberline High School
- Avani Kumar, Senior, Timberline High School
- Luka Froehlich, Junior, Home School
- Michelle Ewig, Junior, North Thurston High School
- Jennifer Zheng, Junior, North Thurston High School
- Joel Whipple, Senior, North Thurston High School
- Caleb Kim, Senior, River Ridge High School
- Makayla Lesane, Junior, River Ridge High School
- Shalom Mutua, Junior, Timberline High School
- Harmony Johnson, Sophomore, River Ridge High School
- Heeyoung Kim, Sophomore, River Ridge High School

### **B. TOGETHER! Updates and Appreciation**

Vanessa Hurst, Co-Executive Director of Programs  
Wendy Guzman, Club House Director

The presenters were unable to attend the Council meeting and the presentation will be rescheduled for a future meeting.

### **C. Proclamation: National Family Reunification Month**

Michael Rihtarich, Social Worker/Parent Representation Program, Office of Public Defense

Mayor Ryder and Council proclaimed June 2026 as National Family Reunification Month. Rihtarich was present to accept the proclamation.

## **7. Public Comment**

### Verbal Public Comment

Three (3) people signed up to speak at the meeting.

Margaret Green, Lacey resident, commented on the tree removal and sidewalk replacement program and presented Council with an informational handout.

John Green, Lacey resident, commented on the tree removal and sidewalk replacement program.

Diane Chamusco, Lacey resident, commented on the tree removal and sidewalk replacement program.

One (1) person registered to speak remotely.

Maureen Dannen, Lacey resident, commented on the tree removal and sidewalk replacement program.

### Written Public Comment

Two (2) written public comments were received.

## **8. Agenda Items**

### **A. Mandatory Watering Schedule and Water Shortage Response Plan**

Charlene McHendry, Water Resources Specialist

McHendry presented the Water Shortage Response Plan (WSRP) for 2026. The WSRP provides operating procedures to be implemented in the event of a weather-related water shortage, natural or human-caused disaster, or other water system operating emergency. To help reach the goal of lower water consumption, McHendry provided an overview of the Odd/Even Outdoor Watering Schedule. Discussion ensued.

### **B. Human Services Grant Policy Approval**

Michelle Chavez, Human Services Coordinator

Chavez presented the proposed update to the Human Services Grant Program (HSGP) Policy. The HSGP provides funding to nonprofit organizations to support essential human services for Lacey community members, focusing on housing, survival and security needs. In response to feedback received from the Human Services Commission and the City Council, updates were recommended following

the April 2025 revision. The proposed updates were reviewed in detail during the May 26, 2026, Worksession.

**Mayor Ryder moved to approve updating the Human Services Grant Program Policy to Option 3 as presented. Councilmember Greenstein seconded. The motion carried.**

## **9. City Manager's Report**

City Manager Walk did not provide any reports.

## **10. Mayor's Report**

Mayor Ryder did not provide any reports.

## **11. Council Reports**

### A. Deputy Mayor Malcolm Miller

**Deputy Mayor Miller provided a report from the Economic Development Council.**

### B. Councilmember Lenny Greenstein

**Councilmember Greenstein did not provide any reports.**

### C. Councilmember Carolyn Cox

**Councilmember Cox did not provide any reports.**

### D. Councilmember Nicolas Dunning

**Councilmember Dunning provided a report from the Olympia-Lacey-Tumwater Visitor & Convention Bureau.**

### E. Councilmember Maren Turner

**Councilmember Turner did not provide any reports. Turner commented on a recent tour of the Family Support Center and participation in the City's Community Academy.**

### F. Councilmember Ryan Siu

**Councilmember Siu did not provide any reports. Siu commented on the opening of Lacey's newest community playground, the SS Gateway, as well as participation in the City Community Academy, and tours of the South Sound Studio and Lacey MakerSpace.**

## 12. Executive Session

- A. ~~Executive Session pursuant to RCW 42.30.110(1)(g)~~  
\*Item Removed on May 29, 2026

## 13. Adjourn

Mayor Ryder adjourned the meeting at 7:11 p.m.

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# STAFF REPORT

Council Regular Meeting  
June 16, 2026

**Subject:** Disbursement Approval  
**To:** Lacey City Council  
**Prepared by:** Carrie Bode, Accounting Technician  
**Department Director:** Troy Woo, Finance Director  
**Reviewed By:** Troy Woo, Finance Director *tw*  
**Final Review:** Same as Department Director

**Purpose:** Action Item

**Recommendation:** Motion to Approve

**Brief:** The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 5/27/2026 through 6/5/2026. The disbursements consist of the items below.

**Alternatives:**

Not Applicable

**Prior Review:**

Not Applicable

**Advisory Board Recommendation(s):**

Not Applicable

**Fiscal Impact:**

Budgeted Item: No

Disbursements consist of the following:

Checks:

<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
5/29/2026	284232	284307	86,565.68
5/29/2026*	284308	284311	9,121.61
6/5/2026	284312	284432	1,995,400.34

Electronic Transfers:

<u>Week of</u>	<u>Amount</u>
5/27/2026	895.40
5/28/2026	71,748.56
5/28/2026	252.00
5/29/2026	579,616.03
5/29/2026*	91,998.65
5/29/2026*	2,094,935.76
5/29/2026	141,825.57
6/1/2026	429,475.00
6/2/2026	3,372.07
6/2/2026	5,224.66
6/2/2026*	688.98
6/3/2026	219.00
6/5/2026	414,760.38

Payroll:

<u>Month End</u>	<u>Wages</u>
5/29/2026*	2,417,794.50
6/2/2026*	1,568.24

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Olympia-CARPFD	71,748.56	May 2026 CARPFD
Forma Construction Company	370,386.86	New Police Station
Department of Revenue	141,825.57	May 2026 Excise Taxes
US Bank	429,475.00	Debt Service Interest
Bud Clary Ford/Hyundai	155,696.55	Police Car Replacements (Qty 3)
LOTT Wastewater Alliance	148,328.06	May 2026 Reserve Capacity Fee
LOTT Wastewater Alliance	1,440,991.83	May 2026 ERU's
NW Construction General Cont.	92,342.15	Long Lake Property Demo
Thurston County District Court	72,430.00	January & February 2026 Violations
Hogum Bay Mixed Use LLC	87,363.86	Traffic mitigation refund

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





## STAFF REPORT

Council Regular Meeting

Date of Meeting/Report

**Subject:** City Manager Annual Step Increase  
**To:** Lacey City Council  
**Prepared by:** Leialani Su'e  
**Department Director:** Leialani Su'e, Human Resources Director  
**Reviewed By:** Not Applicable  
**Final Review:** Same as Department Director



**Purpose:** Action Item

**Recommendation:** The City Council confirms the annual step increase for the City Manager from the existing Grade 76, step 5 to Grade 76, step 6.

**Brief:** The City Council conducted the annual evaluation of the performance of the City Manager and determined the City Manager's performance meeting the expectations of the Council and satisfactory. The City Manager salary is based on a pay grade and step system applicable to all employees of the city. Step increases within a pay grade occur automatically for all employees annually on their anniversary hire date (month) until reaching the top step of an 11-step system. Per the City Manager's contract with the City Council, the annual step increase for the City Manager shall be confirmed by the City Council prior to implementation by the Human Resources Department.

### Alternatives:

1. No change: Continue as is.

### Prior Review:

Not Applicable

**Fiscal Impact:** Yes fiscal impact

Budgeted Item: Yes

### Attachments:

1. 2026 City of Lacey Non-Rep Wage Chart

### Policy or Legal Alignment:

1. City Manager Employment Agreement, Amendment 2, dated October 21, 2025

## 2026 Non-Rep WAGE CHART

MONTHLY RATE												
JOB TITLE	DESCRIPTION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
	NONREP GRADE 1	2,949.93	3,023.68	3,099.29	3,176.75	3,256.17	3,337.59	3,421.01	3,506.57	3,594.22	3,684.08	3,776.17
	NONREP GRADE 2	3,023.68	3,099.29	3,176.75	3,256.17	3,337.59	3,421.01	3,506.57	3,594.22	3,684.08	3,776.17	3,870.55
	NONREP GRADE 3	3,099.29	3,176.75	3,256.17	3,337.59	3,421.01	3,506.57	3,594.22	3,684.08	3,776.17	3,870.55	3,967.34
	NONREP GRADE 4	3,176.75	3,256.17	3,337.59	3,421.01	3,506.57	3,594.22	3,684.08	3,776.17	3,870.55	3,967.34	4,066.50
	NONREP GRADE 5	3,256.17	3,337.59	3,421.01	3,506.57	3,594.22	3,684.08	3,776.17	3,870.55	3,967.34	4,066.50	4,168.20
	NONREP GRADE 6	3,337.59	3,421.01	3,506.57	3,594.22	3,684.08	3,776.17	3,870.55	3,967.34	4,066.50	4,168.20	4,272.41
	NONREP GRADE 7	3,421.01	3,506.57	3,594.22	3,684.08	3,776.17	3,870.55	3,967.34	4,066.50	4,168.20	4,272.41	4,379.20
	NONREP GRADE 8	3,506.57	3,594.22	3,684.08	3,776.17	3,870.55	3,967.34	4,066.50	4,168.20	4,272.41	4,379.20	4,488.67
	NONREP GRADE 9	3,594.22	3,684.08	3,776.17	3,870.55	3,967.34	4,066.50	4,168.20	4,272.41	4,379.20	4,488.66	4,600.91
	NONREP GRADE 10	3,684.08	3,776.17	3,870.55	3,967.34	4,066.50	4,168.20	4,272.41	4,379.20	4,488.66	4,600.91	4,715.91
<b>JAS Animal Care Technician</b>	NONREP GRADE 11	3,776.17	3,870.55	3,967.34	4,066.50	4,168.20	4,272.41	4,379.20	4,488.66	4,600.91	4,715.91	4,833.83
<b>JAS Veterinary Assistant</b>	NONREP GRADE 12	3,870.55	3,967.34	4,066.50	4,168.20	4,272.41	4,379.20	4,488.66	4,600.91	4,715.91	4,833.83	4,954.66
	NONREP GRADE 13	3,967.34	4,066.50	4,168.20	4,272.41	4,379.20	4,488.66	4,600.91	4,715.91	4,833.83	4,954.66	5,078.53
	NONREP GRADE 14	4,066.50	4,168.20	4,272.41	4,379.20	4,488.66	4,600.91	4,715.91	4,833.83	4,954.66	5,078.53	5,205.49
	NONREP GRADE 15	4,168.20	4,272.41	4,379.20	4,488.66	4,600.91	4,715.91	4,833.83	4,954.66	5,078.53	5,205.49	5,335.62
	NONREP GRADE 16	4,272.41	4,379.20	4,488.66	4,600.91	4,715.91	4,833.83	4,954.66	5,078.53	5,205.49	5,335.62	5,469.03
	NONREP GRADE 17	4,379.20	4,488.66	4,600.91	4,715.91	4,833.83	4,954.66	5,078.53	5,205.49	5,335.62	5,469.03	5,605.72
<b>JAS Customer Service Specialist</b>	NONREP GRADE 18	4,488.66	4,600.91	4,715.91	4,833.83	4,954.66	5,078.53	5,205.49	5,335.62	5,469.03	5,605.72	5,745.88
	NONREP GRADE 19	4,600.91	4,715.91	4,833.83	4,954.66	5,078.53	5,205.49	5,335.62	5,469.03	5,605.72	5,745.88	5,889.55
<b>JAS Volunteer &amp; Outreach Coordinator</b> <b>JAS Animal Welfare &amp; Positive Outcomes Coordinator</b>	NONREP GRADE 20	4,715.91	4,833.83	4,954.66	5,078.53	5,205.49	5,335.62	5,469.03	5,605.72	5,745.88	5,889.55	6,036.77
	NONREP GRADE 21	4,833.83	4,954.66	5,078.53	5,205.49	5,335.62	5,469.03	5,605.72	5,745.88	5,889.55	6,036.77	6,187.71
<b>Community Service Officer</b>	NONREP GRADE 22	4,954.66	5,078.53	5,205.49	5,335.62	5,469.03	5,605.72	5,745.88	5,889.55	6,036.77	6,187.71	6,342.39
<b>JAS Licensed Veterinary Technician (LVT)</b>	NONREP GRADE 23	5,078.53	5,205.49	5,335.62	5,469.03	5,605.72	5,745.88	5,889.55	6,036.77	6,187.71	6,342.39	6,500.94
	NONREP GRADE 24	5,205.49	5,335.62	5,469.03	5,605.72	5,745.88	5,889.55	6,036.77	6,187.71	6,342.39	6,500.94	6,663.45
	NONREP GRADE 25	5,335.62	5,469.03	5,605.72	5,745.88	5,889.55	6,036.77	6,187.71	6,342.39	6,500.94	6,663.45	6,830.06
	NONREP GRADE 26	5,469.03	5,605.72	5,745.88	5,889.55	6,036.77	6,187.71	6,342.39	6,500.94	6,663.45	6,830.06	7,000.81
	NONREP GRADE 27	5,605.72	5,745.88	5,889.55	6,036.77	6,187.71	6,342.39	6,500.94	6,663.45	6,830.06	7,000.81	7,175.83
<b>JAS Field Services Officer II</b>	NONREP GRADE 28	5,745.88	5,889.55	6,036.77	6,187.71	6,342.39	6,500.94	6,663.45	6,830.06	7,000.81	7,175.83	7,355.21
	NONREP GRADE 29	5,889.55	6,036.77	6,187.71	6,342.39	6,500.94	6,663.45	6,830.06	7,000.81	7,175.83	7,355.21	7,539.08
<b>Human Resources Specialist</b>	NONREP GRADE 30	6,036.77	6,187.71	6,342.39	6,500.94	6,663.45	6,830.06	7,000.81	7,175.83	7,355.21	7,539.08	7,727.58
	NONREP GRADE 31	6,187.71	6,342.39	6,500.94	6,663.45	6,830.06	7,000.81	7,175.83	7,355.21	7,539.08	7,727.58	7,920.76
	NONREP GRADE 32	6,342.39	6,500.94	6,663.45	6,830.06	7,000.81	7,175.83	7,355.21	7,539.08	7,727.58	7,920.76	8,118.78
<b>Executive Assistant I (Parks, Police, PW, CED)</b> <b>Recruitment Coordinator</b> <b>Emergency Management and Benefits Coordinator</b>	NONREP GRADE 33	6,500.94	6,663.45	6,830.06	7,000.81	7,175.83	7,355.21	7,539.08	7,727.58	7,920.76	8,118.78	8,321.75
	NONREP GRADE 34	6,663.45	6,830.06	7,000.81	7,175.83	7,355.21	7,539.08	7,727.58	7,920.76	8,118.78	8,321.75	8,529.80
	NONREP GRADE 35	6,830.06	7,000.81	7,175.83	7,355.21	7,539.08	7,727.58	7,920.76	8,118.78	8,321.75	8,529.80	8,743.07
	NONREP GRADE 36	7,000.81	7,175.83	7,355.21	7,539.08	7,727.58	7,920.76	8,118.78	8,321.75	8,529.80	8,743.07	8,961.63
<b>Police Records Supervisor</b> <b>Management Analyst (CM, Police, PW)</b> <b>Communications Specialist</b> <b>JAS Animal Welfare &amp; Field Services Manager</b> <b>Human Resources Analyst</b> <b>JAS Operations Manager</b>	NONREP GRADE 37	7,175.83	7,355.21	7,539.08	7,727.58	7,920.76	8,118.78	8,321.75	8,529.80	8,743.07	8,961.63	9,185.68
	NONREP GRADE 38	7,355.21	7,539.08	7,727.58	7,920.76	8,118.78	8,321.75	8,529.80	8,743.07	8,961.63	9,185.68	9,415.33
	NONREP GRADE 39	7,539.08	7,727.58	7,920.76	8,118.78	8,321.75	8,529.80	8,743.07	8,961.63	9,185.68	9,415.33	9,650.68
	NONREP GRADE 40	7,727.58	7,920.76	8,118.78	8,321.75	8,529.80	8,743.07	8,961.63	9,185.68	9,415.33	9,650.68	9,891.98
<b>Special Projects Administrator</b>	NONREP GRADE 41	7,920.76	8,118.78	8,321.75	8,529.80	8,743.07	8,961.63	9,185.68	9,415.33	9,650.68	9,891.98	10,139.27
	NONREP GRADE 42	8,118.78	8,321.75	8,529.80	8,743.07	8,961.63	9,185.68	9,415.33	9,650.68	9,891.98	10,139.27	10,392.72
	NONREP GRADE 43	8,321.75	8,529.80	8,743.07	8,961.63	9,185.68	9,415.33	9,650.68	9,891.98	10,139.27	10,392.72	10,652.56
<b>Equity and Inclusion Program Manager</b>	NONREP GRADE 44	8,529.80	8,743.07	8,961.63	9,185.68	9,415.33	9,650.68	9,891.98	10,139.27	10,392.72	10,652.56	10,918.86
<b>Utility Billing Supervisor</b>	NONREP GRADE 45	8,743.07	8,961.63	9,185.68	9,415.33	9,650.68	9,891.98	10,139.27	10,392.72	10,652.56	10,918.86	11,191.84

<b>Economic Development Coordinator</b> <b>Benefits Manager</b> <b>City Clerk</b> <b>Communications Manager</b>	NONREP GRADE 46	8,961.63	9,185.68	9,415.33	9,650.68	9,891.98	10,139.27	10,392.72	10,652.56	10,918.86	11,191.84	11,471.65
<b>City Surveyor</b> <b>JAS Veterinarian</b> <b>Facilities Maintenance Supervisor</b> <b>Equipment Maintenance Supervisor</b> <b>Parks Maintenance Supervisor</b>	NONREP GRADE 47	9,185.68	9,415.33	9,650.68	9,891.98	10,139.27	10,392.72	10,652.56	10,918.86	11,191.84	11,471.65	11,758.43
	NONREP GRADE 48	9,415.33	9,650.68	9,891.98	10,139.27	10,392.72	10,652.56	10,918.86	11,191.84	11,471.65	11,758.43	12,052.40
<b>Transportation Maintenance Supervisor</b> <b>Recreation Manager</b>	NONREP GRADE 49	9,650.68	9,891.98	10,139.27	10,392.72	10,652.56	10,918.86	11,191.84	11,471.65	11,758.43	12,052.39	12,353.73
<b>Accounting Manager</b> <b>Labor Relations, Classification and Compensation Manager</b>	NONREP GRADE 50	9,891.98	10,139.27	10,392.72	10,652.56	10,918.86	11,191.84	11,471.65	11,758.43	12,052.40	12,353.73	12,662.54
<b>Water Maintenance Supervisor</b> <b>Wastewater Maintenance Supervisor</b> <b>JAS Executive Director</b>	NONREP GRADE 51	10,139.27	10,392.72	10,652.56	10,918.86	11,191.84	11,471.65	11,758.43	12,052.40	12,353.73	12,662.54	12,979.13
	NONREP GRADE 52	10,392.72	10,652.56	10,918.86	11,191.84	11,471.65	11,758.43	12,052.40	12,353.73	12,662.54	12,979.13	13,303.58
<b>Engineering Design Manager</b> <b>Engineering Construction Manager</b> <b>Engineering Development Review Manager</b> <b>Current Planning and Economic Development Manager</b> <b>Planning Manager</b> <b>Utility Engineering Manager</b> <b>Building Official</b> <b>Transportation Manager</b> <b>Utility Capital Program Manager</b> <b>Stormwater Engineering Manager</b>	NONREP GRADE 53	10,652.56	10,918.86	11,191.84	11,471.65	11,758.43	12,052.40	12,353.73	12,662.54	12,979.13	13,303.58	13,636.17
<b>Finance Deputy Director</b>	NONREP GRADE 54	10,918.86	11,191.84	11,471.65	11,758.43	12,052.40	12,353.73	12,662.54	12,979.13	13,303.58	13,636.17	13,977.11
	NONREP GRADE 55	11,191.84	11,471.65	11,758.43	12,052.40	12,353.73	12,662.54	12,979.13	13,303.58	13,636.17	13,977.11	14,326.50
<b>Public Works Operations Manager</b>	NONREP GRADE 56	11,471.65	11,758.43	12,052.40	12,353.73	12,662.54	12,979.13	13,303.58	13,636.17	13,977.11	14,326.50	14,684.66
	NONREP GRADE 57	11,758.43	12,052.40	12,353.73	12,662.54	12,979.13	13,303.58	13,636.17	13,977.11	14,326.50	14,684.66	15,051.80
<b>Information Services Manager</b> <b>Water Resources Manager</b>	NONREP GRADE 58	12,052.40	12,353.73	12,662.54	12,979.13	13,303.58	13,636.17	13,977.11	14,326.50	14,684.66	15,051.80	15,428.07
	NONREP GRADE 59	12,353.73	12,662.54	12,979.13	13,303.58	13,636.17	13,977.11	14,326.50	14,684.66	15,051.80	15,428.07	15,813.77
<b>City Engineer</b>	NONREP GRADE 60	12,662.54	12,979.13	13,303.58	13,636.17	13,977.11	14,326.50	14,684.66	15,051.80	15,428.07	15,813.77	16,209.13
	NONREP GRADE 61	12,979.13	13,303.58	13,636.17	13,977.11	14,326.50	14,684.66	15,051.80	15,428.07	15,813.77	16,209.13	16,614.36
	NONREP GRADE 62	13,303.58	13,636.17	13,977.11	14,326.50	14,684.66	15,051.80	15,428.07	15,813.77	16,209.13	16,614.36	17,029.72
<b>Assistant City Manager</b> <b>Parks, Culture and Recreation Director</b> <b>Human Resources Director</b>	NONREP GRADE 63	13,636.17	13,977.11	14,326.50	14,684.66	15,051.80	15,428.07	15,813.77	16,209.13	16,614.36	17,029.72	17,455.45
	NONREP GRADE 64	13,977.11	14,326.50	14,684.66	15,051.80	15,428.07	15,813.77	16,209.13	16,614.36	17,029.72	17,455.45	17,891.85
<b>Finance Director</b> <b>Deputy Chief</b> <b>Community Development Director</b> <b>Public Works Director</b>	NONREP GRADE 65	14,326.50	14,684.66	15,051.80	15,428.07	15,813.77	16,209.13	16,614.36	17,029.72	17,455.45	17,891.85	18,339.17
	NONREP GRADE 66	14,684.66	15,051.80	15,428.07	15,813.77	16,209.13	16,614.36	17,029.72	17,455.45	17,891.85	18,339.17	18,797.62
	NONREP GRADE 67	15,051.80	15,428.07	15,813.77	16,209.13	16,614.36	17,029.72	17,455.45	17,891.85	18,339.17	18,797.62	19,267.54
<b>Police Chief</b>	NONREP GRADE 68	15,428.07	15,813.77	16,209.13	16,614.36	17,029.72	17,455.45	17,891.85	18,339.17	18,797.62	19,267.54	19,749.27
	NONREP GRADE 69	15,813.77	16,209.13	16,614.36	17,029.72	17,455.45	17,891.85	18,339.17	18,797.62	19,267.54	19,749.27	20,242.96
	NONREP GRADE 70	16,209.13	16,614.36	17,029.72	17,455.45	17,891.85	18,339.17	18,797.62	19,267.54	19,749.27	20,242.96	20,749.02
	NONREP GRADE 71	16,614.36	17,029.72	17,455.45	17,891.85	18,339.17	18,797.62	19,267.54	19,749.27	20,242.96	20,749.02	21,267.76
	NONREP GRADE 72	17,029.72	17,455.45	17,891.85	18,339.17	18,797.62	19,267.54	19,749.27	20,242.96	20,749.02	21,267.76	21,799.46
	NONREP GRADE 73	17,455.45	17,891.85	18,339.17	18,797.62	19,267.54	19,749.27	20,242.96	20,749.02	21,267.76	21,799.46	22,344.47
	NONREP GRADE 74	17,891.85	18,339.17	18,797.62	19,267.54	19,749.27	20,242.96	20,749.02	21,267.76	21,799.46	22,344.47	22,903.05
	NONREP GRADE 75	18,339.17	18,797.62	19,267.54	19,749.27	20,242.96	20,749.02	21,267.76	21,799.46	22,344.47	22,903.05	23,475.66
<b>City Manager</b>	NONREP GRADE 76	18,797.62	19,267.54	19,749.27	20,242.96	20,749.02	21,267.76	21,799.46	22,344.47	22,903.05	23,475.66	24,062.51

	NONREP GRADE 77	19,267.54	19,749.27	20,242.96	20,749.02	21,267.76	21,799.46	22,344.47	22,903.05	23,475.66	24,062.51	24,664.14
	NONREP GRADE 78	19,749.27	20,242.96	20,749.02	21,267.76	21,799.46	22,344.47	22,903.05	23,475.66	24,062.51	24,664.14	25,280.70
	NONREP GRADE 79	20,242.96	20,749.02	21,267.76	21,799.46	22,344.47	22,903.05	23,475.66	24,062.51	24,664.14	25,280.70	25,912.73
	NONREP GRADE 80	20,749.02	21,267.76	21,799.46	22,344.47	22,903.05	23,475.66	24,062.51	24,664.14	25,280.70	25,912.73	26,560.52
	NONREP GRADE 81	21,267.76	21,799.46	22,344.47	22,903.05	23,475.66	24,062.51	24,664.14	25,280.70	25,912.73	26,560.52	27,224.53
	NONREP GRADE 82	21,799.46	22,344.47	22,903.05	23,475.66	24,062.51	24,664.14	25,280.70	25,912.73	26,560.52	27,224.53	27,905.18
	NONREP GRADE 83	22,344.47	22,903.05	23,475.66	24,062.51	24,664.14	25,280.70	25,912.73	26,560.52	27,224.53	27,905.18	28,602.77
	NONREP GRADE 84	22,903.05	23,475.66	24,062.51	24,664.14	25,280.70	25,912.73	26,560.52	27,224.53	27,905.18	28,602.77	29,317.86
	NONREP GRADE 85	23,475.66	24,062.51	24,664.14	25,280.70	25,912.73	26,560.52	27,224.53	27,905.18	28,602.77	29,317.86	30,050.82
	NONREP GRADE 86	24,062.51	24,664.14	25,280.70	25,912.73	26,560.52	27,224.53	27,905.18	28,602.77	29,317.86	30,050.82	30,802.06
	NONREP GRADE 87	24,664.14	25,280.70	25,912.73	26,560.52	27,224.53	27,905.18	28,602.77	29,317.86	30,050.82	30,802.06	31,572.15
	NONREP GRADE 88	25,280.70	25,912.73	26,560.52	27,224.53	27,905.18	28,602.77	29,317.86	30,050.82	30,802.06	31,572.15	32,361.44
	NONREP GRADE 89	25,912.73	26,560.52	27,224.53	27,905.18	28,602.77	29,317.86	30,050.82	30,802.06	31,572.15	32,361.44	33,170.45
	NONREP GRADE 90	26,560.52	27,224.53	27,905.18	28,602.77	29,317.86	30,050.82	30,802.06	31,572.15	32,361.44	33,170.45	33,999.75
	NONREP GRADE 91	27,224.53	27,905.18	28,602.77	29,317.86	30,050.82	30,802.06	31,572.15	32,361.44	33,170.45	33,999.75	34,849.71
	NONREP GRADE 92	27,905.18	28,602.77	29,317.86	30,050.82	30,802.06	31,572.15	32,361.44	33,170.45	33,999.75	34,849.71	35,720.97
	NONREP GRADE 93	28,602.77	29,317.86	30,050.82	30,802.06	31,572.15	32,361.44	33,170.45	33,999.75	34,849.71	35,720.97	36,614.00
	NONREP GRADE 94	29,317.86	30,050.82	30,802.06	31,572.15	32,361.44	33,170.45	33,999.75	34,849.71	35,720.97	36,614.00	37,529.32
	NONREP GRADE 95	30,050.82	30,802.06	31,572.15	32,361.44	33,170.45	33,999.75	34,849.71	35,720.97	36,614.00	37,529.32	38,467.57
	NONREP GRADE 96	30,802.06	31,572.15	32,361.44	33,170.45	33,999.75	34,849.71	35,720.97	36,614.00	37,529.32	38,467.57	39,429.28
	NONREP GRADE 97	31,572.15	32,361.44	33,170.45	33,999.75	34,849.71	35,720.97	36,614.00	37,529.32	38,467.57	39,429.28	40,414.99
	NONREP GRADE 98	32,361.44	33,170.45	33,999.75	34,849.71	35,720.97	36,614.00	37,529.32	38,467.57	39,429.28	40,414.99	41,425.35
	NONREP GRADE 99	33,170.45	33,999.75	34,849.71	35,720.97	36,614.00	37,529.32	38,467.57	39,429.28	40,414.99	41,425.35	42,461.02
	NONREP GRADE 100	33,999.75	34,849.71	35,720.97	36,614.00	37,529.32	38,467.57	39,429.28	40,414.99	41,425.35	42,461.02	43,522.54



## STAFF REPORT

Council Regular Meeting  
June 16, 2026

**Subject:** Celebrating America250  
**To:** Lacey City Council  
**Prepared by:** Jen Burbidge, Parks, Culture, and Recreation Director  
**Department Director:** Jen Burbidge, Parks, Culture, and Recreation Director *JB*  
**Reviewed By:** Not Applicable  
**Final Review:** Rick Walk, City Manager *RW*

**Purpose:** Informational

**Recommendation:** Review only.

**Brief:** Staff will provide a brief presentation regarding the programs and events the City has planned for celebrating America250, the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence.

**Alternatives:**  
Not Applicable.

**Prior Review:**  
Not Applicable.

**Advisory Board Recommendation(s):**  
Not Applicable.

**Fiscal Impact:**  
Budgeted Item: No

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**Attachments:** None

**Policy or Legal Alignment:** N/A

### Background:

Staff will provide a brief presentation regarding the programs and events the City has planned for celebrating America250, the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence.

## CITY OF LACEY *Proclamation*

**WHEREAS**, on July 4, 2026, the United States of America will commemorate the Semiquincentennial—the 250th anniversary of the signing of the Declaration of Independence; and

**WHEREAS**, this historic milestone provides an opportunity to reflect on our nation's history, honor the diverse contributions of Americans throughout the generations, and reaffirm the democratic principles upon which the nation was founded; and

**WHEREAS**, the Northwest Ordinance of 1787, following the Treaty of Paris of 1783, established a framework for territorial governance and the creation of new states, ultimately contributing to the establishment of the State of Washington in 1889; and

**WHEREAS**, the City of Lacey was incorporated in 1966 and continues to be shaped by the civic participation, public service, innovation, and dedication of its community members; and

**WHEREAS**, organizations such as the National Society Daughters of the American Revolution, historical societies, museums, educational institutions, Veterans' organizations, and community groups help preserve and share the stories, values, and experiences that shaped our nation's history; and

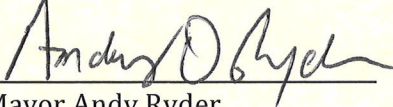
**WHEREAS**, the America 250 commemoration encourages all Americans to celebrate the nation's achievements, recognize the sacrifices and contributions of those who came before us, and inspire future generations to actively participate in their communities and civic life.

**NOW, THEREFORE**, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, proclaim June 2026 as

### *America 250 Month*

in the City of Lacey and encourage all community members to commemorate this historic anniversary by exploring our nation's history, participating in community events, and reflecting on the ideals of liberty, democracy, and service that continue to shape our country.



  
\_\_\_\_\_  
Mayor Andy Ryder  
June 16, 2026

## CITY OF LACEY *Proclamation*

**WHEREAS**, this month is internationally recognized as Pride Month, commemorating the Stonewall Uprising of June 28, 1969 – an act of resistance against police brutality and oppression, and a pivotal moment in the ongoing struggle for LGBTQIA+ civil rights; and

**WHEREAS**, the legacy of Stonewall has inspired generations to pursue equality, dignity, and visibility for all LGBTQIA+ people, and Pride Month serves as both a celebration of progress and a reminder of the ongoing work to ensure safety, acceptance, and inclusion for everyone, regardless of sexual orientation or gender identity; and

**WHEREAS**, Washington State has championed progress in LGBTQIA+ rights, notably passing anti-discrimination protections in 2006 and 2009 for sexual orientation and gender identity, respectively, and enshrining marriage equality through a voter-approved referendum in 2012, and continues to advance significant statewide protections and initiatives today; and

**WHEREAS**, the LGBTQIA+ community has made invaluable contributions to the social, cultural, and economic fabric of Lacey and throughout Washington, strengthening the city's diversity and vibrancy; and

**WHEREAS**, despite significant progress, LGBTQIA+ individuals continue to face disproportionate challenges, including discrimination, housing insecurity, and threats to their rights and well-being, making public affirmation and allyship more important than ever; and

**WHEREAS**, the City of Lacey proudly supports and uplifts LGBTQIA+ individuals and affirms its commitment to ensuring that all community members are treated with dignity and respect, and have the freedom to live openly and authentically; and

**NOW, THEREFORE**, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby proclaim June 2026 as

### ***LGBTQIA+ Pride Month***

in the City of Lacey, and reaffirms the City's unwavering commitment to protecting and uplifting LGBTQIA+ communities and standing resolutely against hate in all forms.



Mayor Andy Ryder  
June 16, 2026



# STAFF REPORT

Council Regular Meeting  
June 16, 2026

**Subject:** Veterans Hub ADA Improvements  
**To:** Lacey City Council  
**Prepared by:** Brad Krupp, Capital Projects Engineer  
**Reviewed By:** Vince McGowan, Interim Director of Public Works  
**Final Review:** Rick Walk, City Manager *RW*

**Purpose:** Action Item

**Recommendation:** Motion to Approve Lacey Contract PW 2024-17 to J.A. Morris Construction LLC from Olympia, WA.

**Brief:** Motion to award Lacey contract number PW2024-17 to the low bidder J.A. Morris Construction LLC in the amount of \$385,022.48. Work is expected to start in Q3 of 2026 and there are 90 working days allotted to this project. This Housing and Urban Development (HUD) grant funded project adds a wheel chair lift, ADA parking stalls, automatic door openers, and motion activated sinks to the Veterans Hub.

**Alternatives:**

1. Forego project.

**Fiscal Impact:**

Budgeted Item: Amendment required

Amount: \$372,395.82

Funding Source: 001-0805-594.65-01

Project Code: PW24VH

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**Attachments:**

1. Bid Summary

**Policy or Legal Alignment:**

1. Americans With Disabilities Act
- 

**Background:** In 2022, the City was awarded a grant from the Department of Housing and Urban Development to improve accessibility features at the Lacey Veterans Hub. The City leases the Veterans Hub facility from the South Puget Sound Community College (SPSCC).

In summer of 2024, the City hired KMB Architects to lead the design of the specified improvements. In the summer of 2025, after providing comments on the 90% design draft, the City's project manager resigned. The project was transferred to a new PM in late 2025.

After an extension to the professional services agreement adding construction support, the design was finalized then advertised for bids on April 17<sup>th</sup>, 2026.

The project was advertised for over 4 weeks, and bids were opened on May 14<sup>th</sup>, 2026. Four bids were received. The bids ranged from a low of \$385,022.48 to a high of \$499,073.68. J.A. Morris Construction LLC was the low bidder. One proposal was considered irregular and was rejected. A bid summary is attached.

J.A. Morris Construction is qualified and capable of performing the work. Start date of the project is anticipated to be in the 3Q of 2026, and there are 90 working days allotted.

**CITY OF LACEY**  
**Veteran's HUB ADA Improvements**  
**PW 2024-17**

CONTRACTOR	LOCATION	BID	POS.
J.A. Morris Construction LLC	Olympia, WA	\$385,022.48	1
Pease Piping, Inc	Tacoma, WA	\$409,954.66	2
Peak Drywall Solutions	Tukwila, WA	\$464,469.80	3
Christensen, Inc	Tumwater, WA	\$499,073.68	4
<b>ENGINEER'S ESTIMATE \$282,696.90</b>			

*Figure 1: Bid Summary*





# STAFF REPORT

Council Regular Meeting  
June 16, 2026

**Subject:** Business and Occupation Tax  
**To:** Lacey City Council  
**Prepared by:** Chelsea Knight, Deputy Finance Director  
**Department Director:** Troy Woo, Finance Director  
**Reviewed By:** Troy Woo, Finance Director  
**Final Review:** Rick Walk, City Manager

*RW*

**Purpose:** Action Item

**Recommendation:** Motion to Adopt Ordinance 1701 Amending LMC 3.02.050 related to the Business and Occupation Tax Ordinance

**Brief:** Staff is requesting City Council consideration to amend LMC 3.020.050 to include an additional subsection containing consistent language with the Washington State B&O Tax Model Ordinance to clarify the imposition of the city’s business and occupation tax on business activities within the City.

**Alternatives:**

1. Motion to adopt Ordinance No. 1701 authorizing the clarification of Business & Occupation imposition language in LMC 3.02.050.
2. Motion amending proposed Ordinance No. 1701 to authorization language different than what is currently proposed.
3. Some other option not contemplated in the above.

**Prior Review:**

Council Worksession – 6/9/2026 [Worksession Staff Report](#)

**Advisory Board Recommendation(s):**

Not Applicable -

**Fiscal Impact:** Not applicable

Budgeted Item: No

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**Attachments:**

1. Ordinances

**Policy or Legal Alignment:**

1. LMC 3.020.050

**Background:** A recent review of LMC 3.02 related to Business and Occupation Tax revealed a potential lack of clarity related to the imposition of the tax. Staff proposes to include an additional subsection from the B&O Tax Model Ordinance to further clarify the service and other activity business classification. This addition would provide further context for business activities (such as custom software) already referenced elsewhere in the chapter.

It is not a new subsection from the Model Ordinance, but rather one that cities may include if applicable. Staff review found it to be applicable to Lacey B&O activity. The following subsection (4) is proposed new language to be added to 3.02.050.

### 3.02.050 Imposition of the tax--Tax or fee levied

A. Except as provided in subsection [B](#) of this section, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the city, whether the person's office or place of business be within or without the city. The tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including byproducts, as the case may be, as follows:

1. Upon every person engaging within the city in the business of making sales at retail, as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of one-tenth of one percent.
2. Upon every person engaging within the city in the business of (a) printing, (b) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (c) publishing newspapers, magazines and periodicals, (d) extracting for hire, and (e) processing for hire; as to such persons, the amount of tax on such business shall be equal to the gross income of the business multiplied by the rate of one-tenth of one percent.
3. Upon every person engaging within the city in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of two-tenths of one percent.

4. Upon every other person engaging within the City in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of two-tenths of one percent. This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing, or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service.

B. The gross receipts tax imposed in this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including byproducts, as the case may be, from all activities conducted within the city during any calendar year are equal to or less than \$20,000.00, or are equal to or less than \$5,000.00 during any quarter if on a quarterly reporting



basis. (Ord. 1560 §2, 2019; Ord. 1232 §1, 2004).

The addition of this subsection will not have any effect on the current taxation of businesses conducting business activity in Lacey. The intent is to provide more clarity and consistency with the Model B&O Tax Ordinance that was agreed upon with the other 53 Washington cities that levy B&O tax and the business community.



ORDINANCE NO. 1701

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO BUSINESS AND OCCUPATION TAX, AMENDING LACEY MUNICIPAL CODE 3.02.050; AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, City staff has recommended amending Lacey Municipal Code 3.02.050 to clarify that persons engaging in business activities not otherwise specifically enumerated are subject to the City's B&O tax under a general business classification; and

WHEREAS, the City Council finds that such amendment will promote clarity for taxpayers and improve administration of the City's tax code; and

WHEREAS, the City Council finds and determines adoption of this ordinance to be in the public interest.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, AS FOLLOWS:

Section 1. Lacey Municipal Code 3.02.050 is hereby amended to read as follows:

**3.02.050 Imposition of the tax—Tax or fee levied.**

A. Except as provided in subsection B of this section, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the city, whether the person's office or place of business be within or without the city. The tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including byproducts, as the case may be, as follows:

1. Upon every person engaging within the city in the business of making sales at retail, as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of one-tenth of one percent.
2. Upon every person engaging within the city in the business of (a) printing, (b) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (c) publishing newspapers, magazines and periodicals, (d) extracting for hire, and (e) processing for hire; as to such persons, the amount of tax on such business shall be equal to the gross income of the business multiplied by the rate of one-tenth of one percent.

3. Upon every person engaging within the city in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of two-tenths of one percent.

4. Upon every other person engaging within the City in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of two-tenths of one percent. This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing, or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service.

B. The gross receipts tax imposed in this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including byproducts, as the case may be, from all activities conducted within the city during any calendar year are equal to or less than \$20,000.00, or are equal to or less than \$5,000.00 during any quarter if on a quarterly reporting basis.

Section 2. 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 3. CORRECTIONS. 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 4. The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, at a regularly called meeting thereof, held this \_\_\_\_ day of \_\_\_\_\_, 2026.

CITY COUNCIL

By: \_\_\_\_\_  
Mayor

Approved as to form:

\_\_\_\_\_  
City Attorney

Attest:

\_\_\_\_\_  
City Clerk

SUMMARY FOR PUBLICATION  
ORDINANCE NO 1701  
CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on \_\_\_\_\_, 2026, Ordinance No. 1701, entitled “AN ORDINANCE OF THE CITY OF LACEY RELATED TO BUSINESS AND OCCUPATION TAX, AMENDING LACEY MUNICIPAL CODE 3.02.050; AND APPROVING A SUMMARY FOR PUBLICATION.”

The main points of the Ordinance are described as follows:

1. The Ordinance clarifies the Business & Occupation (B&O) tax code by providing additional context and guidance regarding business activities already subject to taxation under the chapter.
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: \_\_\_\_\_, 2026.



# STAFF REPORT

Council Regular Meeting  
June 16, 2026

**Subject:** Ordinance No. 1702 Related to Latecomer Agreements, Amending LMC 13.52.030 and 13.52.050.

**To:** Lacey City Council

**Prepared by:** Joey Etter, Engineering Development Review Manager

**Department Director:** Vince McGowan, Interim Director of Public Works

**Reviewed By:** Aubrey Collier, City Engineer

**Final Review:** Rick Walk, City Manager



*RW*

**Purpose:** Action Item

**Recommendation:** Motion to adopt Ordinance No. 1702 related to Latecomer Agreements, amending LMC 13.52.030 and 13.52.050.

**Brief:** In order to harmonize the Lacey Municipal Code (LMC) with state law and the City's Public Works standards, staff recommends amending LMC 13.52.030 and LMC 13.52.050 as they relate to latecomer agreements by allowing reimbursement periods up to twenty years.

**Alternatives:**

1. No change: Continue as is.
2. Adopt Ordinance No. 1702
3. Some other option not contemplated in the above.

**Prior Review:**

Council Worksession – 6/9/2026 [Link](#)

**Advisory Board Recommendation(s):**

Not Applicable

**Fiscal Impact:**

Not applicable

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**Attachments:**

1. Ordinance No. 1702

**Policy or Legal Alignment:**

1. LMC 13.52.030 & LMC 13.52.050
2. Chapter 35.91 RCW
3. City of Lacey 2017 Development Guidelines & Public Works Standards

**Background:**

A latecomer agreement is an agreement that allows a property developer or owner (who pays for the installation of improvements to the City's water or sanitary sewer system) to recover a portion of their costs from neighboring property owners who later connect to or benefit from the installation of those improvements.

Latecomer agreements are authorized by the Revised Code of Washington (RCW) under Chapter 35.91 (which allows for a pro rata reimbursement period of up to twenty years). Chapter 3.120 in the City of Lacey 2017 Development Guidelines & Public Works Standards also allows for a twenty-year reimbursement period. However, LMC 13.52.030 and LMC 13.52.050 currently only allow a property developer or owner a reimbursement period of up to fifteen years to recover their costs. Under state law, if a developer of water or sewer improvements requests a latecomer agreement, the City is required to provide one. In order to be in agreement with the RCW and the Public Works standards, staff recommends that LMC 13.52.030 and LMC 13.52.050 be amended to increase the pro rata reimbursement period from fifteen to twenty years.



ORDINANCE NO. 1702

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY RELATED TO LATECOMER AGREEMENTS, AMENDING LACEY MUNICIPAL CODE 13.52.030 AND 13.52.050; AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, Chapter 35.91 Revised Code of Washington (“RCW”) authorizes latecomer agreements that allow developers of the City’s water and sewer improvements to recover a portion of their costs from properties that later connect to or benefit from those improvements; and

WHEREAS, RCW 35.91.020 authorizes a recovery period of up to twenty years for such agreements; and

WHEREAS, Lacey Municipal Code 13.52.030 and 13.52.050 currently limit the recovery period for latecomer agreements to fifteen years; and

WHEREAS, the City Council finds that amending Lacey Municipal Code 13.52.030 and 13.52.050 to allow a recovery period of up to twenty years to be in the public interest and in the best interest of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, AS FOLLOWS:

Section 1. Lacey Municipal Code 13.52.030 is hereby amended to read as follows:

**13.52.030 Private contract water main construction--Reimbursement by subsequent users.**

A. Whenever permanent water mains, hydrants or appurtenances are constructed or installed under private contract and subsequently accepted by the city, the constructor shall designate in writing to the city, the property having contributed its share toward the cost of constructing the mains, hydrants or appurtenances and there shall be collected by the city, from any owner of real estate who did not contribute to the original cost of such water facilities, a fair pro rata share of the cost of the construction of the water facilities, including collection not only from those owners directly connected thereto, but also users connected to laterals or branches connecting there to.

B. The city shall record the contract in the office of the Thurston County auditor at the expense of party constructing the water facilities under private contract. The recorded contract shall include a schedule listing and legally describing those properties abutting on the water facilities which have not contributed toward the cost of construction. The city shall pay the pro rata share of costs collected to constructors of the water facilities provided no payment to such

constructors shall be made more than ~~fifteen~~-~~twenty~~ years after the installation and acceptance by the city of the water facilities. However, the city may extend such ~~fifteen~~~~twenty~~-year reimbursement period for a time not to exceed the duration of any moratorium, concurrency failure or other governmental action that prevents the approval of any new development for properties subject to such agreement.

C. The constructor shall pay to the city a fee for the services of the city in reviewing and approving such contracts in the amount established by resolution of the city council.

Section 2. Lacey Municipal Code 13.52.050 is hereby amended to read as follows:

**13.52.050 Disposition of sewerage system reimbursement funds after expiration of ~~fifteen~~~~twenty~~-year period.**

Those costs required to be paid for properties connecting to the Lacey sewerage system to reimburse private parties for privately financed extensions of the sewerage system shall, after the expiration of the term set forth in Section 13.52.030B, be paid to and retained by the city in the sewerage capital reserve fund created by Chapter 3.45 of this code.

Section 3. 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 4. CORRECTIONS. 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 5. The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, at a regularly called meeting thereof, held this \_\_\_\_ day of \_\_\_\_\_, 2026.

CITY COUNCIL

By: \_\_\_\_\_  
Mayor

Approved as to form:

\_\_\_\_\_  
City Attorney

Attest:

\_\_\_\_\_  
City Clerk

SUMMARY FOR PUBLICATION  
ORDINANCE NO 1702  
CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on \_\_\_\_\_, 2026, Ordinance No. 1702, entitled “AN ORDINANCE OF THE CITY OF LACEY RELATED TO LATECOMER AGREEMENTS, AMENDING LACEY MUNICIPAL CODE 13.52.030 AND 13.52.050; AND APPROVING A SUMMARY FOR PUBLICATION.”

The main points of the Ordinance are described as follows:

1. The Ordinance amends Lacey Municipal Code 13.52.030 and 13.52.050 to increase the recovery period for city water and sewer latecomer agreements from fifteen years to twenty years.
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: \_\_\_\_\_, 2026.



## STAFF REPORT

Council Worksession  
June 16, 2026

**Subject:** Draft 2026 Commission on Equity Work Plan  
**To:** Lacey City Council  
**Prepared by:** Shannon Kelley-Fong  
**Department Director:** Shannon Kelley-Fong, Assistant City Manager  
**Reviewed By:** Not Applicable  
**Final Review:** Rick Walk, City Manager *RW*

**Purpose:** Action Item

**Recommendation:** Motion to Adopt the 2026 Commission on Equity (COE) Work Plan.

**Brief:** Annually, the COE develops a Work Plan for City Council consideration to guide its scope of work and responsibilities for the coming year, see **Attachment 1**. At the February 17, 2026, City Council meeting, the Council received a briefing on the draft work plan. After discussion, the City Council requested that the COE continue work on the draft Work Plan and consider potential amendments identified during the discussion, see **Table A**. Over two meetings, the COE discussed ideas for broader community engagement forums and priorities to include in the draft Work Plan. The COE recommended the updated draft 2026 COE Work Plan at their June 1, 2026, meeting.

### Alternatives:

1. Adopt the Updated 2026 COE Work Plan with amendments.
2. Do not adopt the Updated 2026 COE Work Plan.
3. Some other option not contemplated in the above.

### Prior Review:

Commission on Equity - 6/1/2026 [Link](#)  
Commission on Equity - 4/27/2026 [Link](#)  
Commission on Equity - 2/17/2026 [Link](#)  
Commission on Equity - 12/22/2025 [Link](#)  
Commission on Equity - 11/24/2025 [Link](#)  
Commission on Equity - 10/27/2025 [Link](#)  
Commission on Equity - 9/9/2025 [Link](#)

### Advisory Board Recommendation(s):

Commission on Equity - Recommended the Draft 2026 COE Work Plan to the City Council.

### Fiscal Impact:

Budgeted Item: Yes

Amount: \$0  
Project Code: N/A

Funding Source: N/A

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**Attachments:**

1. Updated Draft 2026 COE Work Plan

**Policy or Legal Alignment:**

1. 2025 Commission on Equity Work Plan
2. [Diversity, Equity, Inclusion and Belonging Strategic Plan](#)

**Background:** The Commission on Equity (COE) was created on January 21, 2021, through [Ordinance 1581](#).

The Commission on Equity is tasked with:

- Identifying and advancing opportunities that create a more welcoming community
- Continuing critical conversations on race and equity
- Seeking greater participation from underrepresented community members, and
- Identify existing gaps and barriers that could prevent full participation in government and public policy.

Annually, the COE develops a Work Plan for City Council consideration to guide its scope of work and responsibilities for the coming year. The COE reviewed and recommended an initial draft 2026 COE Work Plan at its December 22, 2025, meeting. The COE draft 2026 Work Plan was then presented to the City Council at its February 17, 2026, meeting. During its review, the City Council and COE discussed the items identified in **Table A** (following page), which also includes information on how these elements are reflected in the updated 2026 COE Work Plan or Potential Next Steps.



Table A		
2026 COE Work Plan Discussion		
Topic	Council Feedback	Work Plan / Potential Next Steps
Organizing Meeting with North Thurston Public School District Board of Directors or staff representatives	<p>There was discussion about the potential of setting up a joint Worksession between elected bodies.</p> <p>Another option could include meetings of presiding officers.</p>	<p>Q3 – Local Education Representatives Meeting</p> <p>This language allows for flexibility, based on direction from the City Council.</p>
Receiving updates and feedback on listening session and community forums	<p>Exploring if there are communication methods to enhance information sharing.</p> <p>Discussion on potentially adding a Councilmember liaison to COE events.</p>	<p>The COE is planning two Focus Groups in Q3/Q4 focused on connecting with Asian Pacific Islander Community and Hispanic community.</p> <p>Approved forum notes can be routed to all City Council, and the Council could be provided an update on at a future City Council meeting, pending direction.</p> <p>The City Council could determine to have a Councilmember liaison attend each meeting. The Council liaison could provide an update to the City Council at a Council meeting.</p>
Identifying future events	<p>Future community events, social gatherings, food sharing.</p>	<p>Q1 – Community and Cultural Event Grant (CCEG)</p> <p>The COE reviewed and recommended events to provide CCEG funding. This included recommending several events that were focus on community and social gatherings, include one that is putting on a community cook out.</p> <p>Pending future funding, the COE would continue to review applicants for future rounds of this grant.</p> <p>The City will continue to take note of future opportunities to expand community connections and events, as resources are available.</p>

The updated draft 2026 COE Work Plan, **Attachment 1**, reflects several administrative updates, including identifying completed and scheduled items, adjusting the placement of items to better align with the anticipated schedule and timeline, and refining a few items based on feedback and discussion. Overall, the total substance of the draft 2026 COE Work Plan remains largely unchanged and is in alignment with the activities identified in the adopted City of Lacey Diversity, Equity, Inclusion, and Belonging Strategic Plan.



The COE reviewed versions of the draft 2026 COE Work Plan at their past April and May meetings. During these meetings, COE discussion of the draft 2026 Work Plan focused primarily on receiving an update on the 2025 Employee Survey and meeting with representatives from North Thurston Public Schools (NTPS), particularly meeting directly with the Board of Directors. Consistent with the prior version, the updated draft Work Plan includes an update on the 2025 Employee Survey (tentatively scheduled for the June meeting) and retains broad language regarding engagement with Local Education Representatives (tentatively scheduled for Quarter 3), allowing flexibility in how those discussions are ultimately structured. As part of the discussion on this topic, the COE and staff discussed the COE's role as an advisory body to the City Council in facilitating or requesting direct engagement with other elected bodies, such as the NTPS Board of Directors.

At the May COE meeting (held on June 1, 2026), the COE unanimously recommended the updated draft of the 2026 COE Work Plan to the City Council for approval.





# Commission on Equity

Work Plan 2026 **DRAFT**



**Background:** On January 21, 2021, the Lacey City Council established the Commission on Equity (“COE”) with Ordinance 1581. The COE, an advisory body to the Lacey City Council, is tasked with providing recommendations on ways to:

- Identify and advance opportunities that will create a more welcoming community.
- Continue critical conversations on race and equity.
- Seek greater participation from underrepresented community members.
- Identify existing gaps and barriers which could prevent full participation in government and public policy.

**Commissioners:**

First Name	Last Name	City / UGA	Position	Term	Term Expiration	OMPA Training Date
Clifton	Brown	City	Commissioner	2nd	12/31/2028	09/23/2024
Kim	Sauer	City	2025 Chair	2nd	12/31/2028	09/23/2024
Thelma	Jackson	City	2025 Vice Chair	2nd	12/31/2027	09/23/2024
Annie	Clay	UGA	Commissioner	2nd	12/31/2027	09/23/2024
Raul	Garza	City	Commissioner	1 <sup>st</sup> (full)	12/31/2028	12/19/2024
Makieda	Hart	UGA	Commissioner	2nd	12/31/2028	09/23/2024
Jonathan	Herring	City	Commissioner	2nd	12/31/2028	09/23/2024
Michelle	Ewig	Youth	LYC Rep.	1st	06/31/2026	-

**City Staff Support:**

Shannon Kelley-Fong, Assistant City Manager  
 Veronica Hand, Equity and Inclusion Program Manager  
 Brandy Legomina, Deputy City Clerk

**Meeting Schedule:** Typically, Fourth Monday of the Month, 5:30 p.m., Remote / City Council Chambers

**Webpage:** [Commission on Equity - City of Lacey](#)

**Public Comment:** At each regular meeting

**Review of 2022 - 2025 COE Activities:**

**Table A** provides a succinct overview of COE efforts over the past few years.

<b>Table A</b>		
<b>Overview of Commission on Equity Work 2022-2025</b>		
<b>Year</b>	<b>Month</b>	<b>Activity</b>
2022	January	Discussed participation in Lacey's Cultural Celebration DEI Strategic Plan Workshop #4: Revisit Equity Values, Mission, and Vision Statements & Overview of Values-based decision making in practice Community Engagement Update Focus Group Subcommittee Update Juneteenth Celebration Update
2022	February	Joint Meeting w/ Lacey City Council – Review of Work & 2022 Work Plan Review of BIPOC Business Startup Training Program LPD Presentation DEI Strategic Plan Workshop #5: Values Based Decision Making in Practice Focus Group Strategy Booth at the Lacey Cultural Celebration
2022	March	Held a focus group with Lacey Youth Council Held a booth at the Lacey Cultural Celebration Discussed developing a Community Connectivity Assessment (CCA) Reviewed DEI Strategic Plans from other organizations DEI Strategic Plan Workshop #7: Creating and Prioritizing Action
2022	April	Reviewed Parks & Recreation Facility Policies Reviewed Parks, Culture & Recreation Comprehensive Plan - Public Involvement Plan Reviewed the City's Communications Plan
2022	May	Thurston County Climate Mitigation Plan & Advisory Board Current Planning – CED Presentation Reviewed Proclamation Policy Reviewed Flag Policy and Juneteenth Flag addition in 2022 Continued discussion on CCA development Juneteenth Celebration Update Police Facility Community Advisory Panel Update (CAP)
2022	June	Held 41st Juneteenth Celebration in partnership with the Fred U. Harris Lodge

		<p>DEI Strategic Plan Workshop #9: Monitoring and accountability of DEI Strategic Planning</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 1</p> <p>Continued review of the Flag Policy</p> <p>Police Facility Community Advisory Panel Update (CAP)</p>
2022	July	<p>Public Works Presentation</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 2</p> <p>Flag Policy Review; Created a recommendation</p> <p>2022 Work Plan Check-in</p>
2022	August	<p>Finance Presentation</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 3</p> <p>Juneteenth After Action Report</p>
2022	September	<p>City Attorney's Office Presentation</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 4</p>
2022	October	<p>Nat and Thelma Jackson Historical Marker &amp; Art Piece Dedication @ the Lacey Community Center</p> <p>Overviewed the Affordable Housing Strategy</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 5</p>
2022	November	<p>Reviewed a Draft Land Acknowledgement and Land Acknowledgement Policy</p> <p>Reviewed the City's Art Plan &amp; Utility Wrap Project 2023</p> <p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 6</p>
2022	December	<p>DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 7</p> <p>Reviewed a draft Work Plan 2023 &amp; Joint Meeting with Lacey City Council</p> <p>Community Engagement Efforts &amp; Initiatives</p>
2023	January	<p>Advisory Body Compensation</p> <p>Draft Land Acknowledgement and Land Acknowledgement Policy Review</p> <p>Sponsorship Policy Review</p>
2023	February	<p>NTPS Update on Equity Efforts</p> <p>JPII Update on Equity Efforts</p>

		<p>LPCR Comprehensive Plan first draft review</p> <p>Utility Wrap Update</p> <p>Senior Services for the South Sound Presentation</p> <p>Focus Groups with community members</p> <p>Lacey Cultural Celebration</p> <p>Joint Meeting with the Lacey City Council</p>
2023	March	<p>Scholarship Policy Review</p> <p>Cultural Celebration Review</p> <p>Black and African American Community Forum Review</p> <p>Juneteenth Planning Update</p> <p>Advisory Body Compensation Update</p> <p>Utility Wrap Project Update</p> <p>Thurston League of Women Voters Equity Commission Panel</p>
2023	April	<p>Parks, Culture, and Recreation Event Overview</p> <p>Land Acknowledgement and Land Acknowledgement Policy</p> <p>Advisory Board Stipend Program</p>
2023	May	<p>Parks, Culture, and Recreation Comprehensive Plan Review</p> <p>Sign Code Discussion</p> <p>Juneteenth Celebration Update</p> <p>Thurston County League of Women's Voters Equity Panel Update</p> <p>LGBTQIA+ Community Forum Update</p> <p>Equity Presentation at Joint Lacey City Council and North Thurston Public School Board Meeting</p>
2023	June	<p>Timberland Library Equity Efforts</p> <p>Public Meeting Portal Overview</p> <p>Oral History Project</p> <p>Land Acknowledgement Policy</p> <p>2023 Juneteenth Celebration Overview &amp; Engagement</p> <p>LGBTQIA+ Community Forum Update</p>
2023	July	<p>Public Meeting Portal Overview, Part II</p> <p>Social Services Overview and Lacey Veterans Services Overview</p> <p>LGBTQIA+ Community Forum and Community Engagement</p> <p>Equity Tools Overview</p>
2023	August	<p>Legislative Meeting Process Overview</p> <p>LGBTQIA+ Community Forum - Online Survey Update</p> <p>Joint Animal Services Overview</p> <p>Lacey Police Department Community Academy</p>
2023	September	<p>Advisory Board Open Positions: Planning Commission</p> <p>Community Liaisons Program Overview</p>

		Land Acknowledgement Application Community Forum - Centering Immigrant Communities Naming of Facilities Overview
2023	October	Cancelled
2023	November	Advisory Board Stipend Program Demographic Data Collection Draft Work Plan 2024 DEI Strategic Plan: Document Element Review, Part 1 Community Forum – Centering Immigrant Communities Discussion Equity Tools Overview, Part II
2023	December	Election of Officers Community Liaisons, Part II 2024 Work Plan Recommendation DEI Strategic Plan Workshop: Document Elements Review, Part 2 Lacey Cultural Celebration 2024 2024 Schedule
2024	January	Advisory Board Stipend Program and Demographics Survey State Business Presentation DEI Strategic Plan Workshop: Document Elements Review, Part 3 - Commission on Equity Message and Demographics
2024	February	Thurston County EDC Presentation Lacey Chamber of Commerce Presentation Economic Development Update Middle Housing Public Engagement DEIB Strategic Plan Update Lacey Cultural Celebration Community Forum Planning
2024	March	Climate and Sustainability Efforts Update Human Services Presentation Community Liaison Program Advisory Board Stipend Program Demographic Data Draft DEIB Strategic Plan Workshop: City Workforce Data Review Equity and Inclusion Program Coordinator
2024	April	Public Comment Policy Meeting with the Lacey Youth Council Community Liaison Program Utility Wrap Project Phase I Review Draft DEIB Strategic Plan: Status Overview, Part I League of Women Voters Equity Panel Update All Abilities Community Forum

		Lacey Cultural Celebration Feedback Equity and Inclusion Project Manager Update May Meeting Discussion
2024	May	School Resource Officer Program Overview Draft DEIB Strategic Plan: Status Overview, Part II and Draft Review Equity Index Maps Overview 43rd Juneteenth Celebration Update Future Community Forums
2024	June	Equity and Inclusion Program Manager Introduction North Thurston Public Schools Update All Abilities - Community Forum Feedback Review Draft DEIB Strategic Plan Review Juneteenth Celebration Parks Improvement Funding Work Group
2024	July	Comprehensive Plan Update: Communications and Community Engagement Plan Human Services Update: Grant Program, Draft Community Participation Plan and Draft Needs Assessment Outline Utility Wrap Project Phase I Update Community Forum and Regional Event Planning Update DEIB Strategic Plan Update Regional DEIB Government Staff Meetings
2024	August	University & College Equity Initiatives: Saint Martin's University, South Sound Community College Thurston County Equity Coalition TOGETHER! Club House and Equity Initiatives Overview Park Improvement Funding Work Group Update Lacey Police Department Community Academy
2024	September	Diversity, Equity, Inclusion, and Belonging Strategic Plan Adoption Celebration Lacey Youth Council Representative Introduction: Kieran Powell Advisory Board Handbook Updates Human Services Update: Commission, Grant Program, and Needs Assessment Survey Equity Index Maps Discussion Park Improvement Funding Work Group Update Tentative October Schedule
2024	October	Black Home Initiative Housing Update: Covenant Homeownership Act - 2023 HB 1474

		Community Resource Unit / Mobile Outreach Team / 30x30 Initiative Equity Initiative Update Park Improvement Funding Work Group Update
2024	November	Komachin Middle School Reverand Dr. Martin Luther King Jr Update City Logo and Branding Guide Against Hate, Racism, and Discriminatory Actions Proclamation Review 2025 Work Plan Review PIFW Report Commissioner Reappointment Update (12/10) Black Home Initiative Update Joint Meeting with the Lacey City Council (1/28) Equity Map Update
2024	December	Welcome New Commissioner Raul Garza Officer Elections Community Survey Update City Designation Overview 2025 Work Plan PIFW Report Reverend Martin Luther King Jr Assembly Update 2025 Advisory Board Stipend and Demographic Survey DEIB Summit Update
2025	January	Comprehensive Plan Update Outreach Results Employee Survey Overview DEIB Summit Update Reverend Martin Luther King Jr Assembly Update Advisory Board Stipend Program and Demographic Survey Joint Meeting with Lacey City Council Joint Meeting with LYC Lacey Cultural Celebration
2025	February	Meeting with the Lacey Youth Council DEIB Summit Update Community Events and Celebrations Overview Lacey Cultural Celebration Update Black History Museum Update Equity Map Update Community Survey Update Potential Community Forum: Active Duty, Veterans, and Families Retreat Discussion
2025	March	Equity Map Review

		<p>DEIB Summit Update          Community Events and Celebrations Overview          Employee Survey Update          Community Forum: Active Duty, Veterans, and Families Update          Retreat Discussion</p>
2025	April	<p>Lacey Night Market - Pride Night          DEIB Summit Update          Veterans, Active Duty, and Families Community Forum Update</p>
2025	May	<p>Comprehensive Plan Review          Metropolitan Park District Presentation          Thurston Forward: A DEI Summit for Progress Review          Pride Night at Lacey Night Market          Retreat Update</p>
2025	June	<p>Language Access Plan Review and Language Service Update          First-Time Homebuyer and Fair Housing Forum Introduction          Community Events and Celebrations Policy Review          Juneteenth Proclamation          LGBTQIA+ Pride Month Proclamation          Pride Night at the Lacey Night Market          Retreat Update          Equity Map Update          DEIB Advisory Board Regional Meeting Update          Community Forum Updates</p>
2025	July	<p>Veterans, Active Duty, and Families Community Forum Recap          2025 Work Plan Review          50th Anniversary Block Party          Equity Map          National Community Survey          DEIB Advisory Board Regional Meeting          HSC Joint Meeting</p>
2025	August	<p>Lacey Veterans Services Hub Update          National Community Survey Update          2025 Retreat Update          DEIB Advisory Board Regional Meeting</p>
2025	September	<p>Held DEIB Advisory Board Regional Meeting          Connection Activity: Get to Know Your Neighbor          Asset Limited, Income Constrained, Employed Household Report for          Thurston County - Thurston County          Overviews, Updates, and Opportunities</p>

2025	October	<p>Welcome Lacey Youth Council Representative, Michelle Ewig</p> <p>Regional Advisory Board Meeting Discussion</p> <p>Strengths, Opportunities, Aspirations, and Results Exercise and 2026 Work Plan</p> <p>Leadership Thurston County Presentations</p> <p>COE Reappointment Update</p> <p>Community and Cultural Grant Program Update</p> <p>Utility Wrap Update</p> <p>Joint NTPS City Council Meeting (11/12)</p> <p>November and December Meetings</p>
2025	November	<p>Poet Laureate Program Policy</p> <p>Draft 2026 Work Plan</p> <p>Leadership Thurston County Presentations</p> <p>DEIB Summit Planning Update</p> <p>Joint NTPS City Council Meeting (11/12)</p> <p>City Council COE Work Plan Meeting</p> <p>Lacey Youth Council Meeting</p>
2025	December	<p>The Thread That Binds Us Follow-up</p> <p>Poet Laureate Update</p> <p>Community and Cultural Grant Update</p> <p>2026 Draft COE Work Plan</p> <p>2026 Election of Officers</p> <p>DEIB Summit Planning Update</p> <p>Homebuying Expo Update</p> <p>Regional Equity Advisory Board Meeting</p> <p>COE January Meeting</p> <p>February 10, 2026, Council Meeting - COE Work Plan</p>

**2025 Work Plan Report Card: Table B** provides a succinct overview of the 2025 Work Plan activities and their respective progress (complete, update, on hold, etc.).

<b>Table B</b>						
<b>2025 Work Plan Update</b>						
<b>Year</b>	<b>Q</b>	<b>Category</b>	<b>Activity</b>	<b>Status</b>		
2025	Q1	Engagement	Participate in the Lacey Cultural Celebration	<b>Complete</b>		
			Joint Meeting with the Lacey Youth Council	<b>Complete</b>		
		Policy Items	Finalize paid community liaison program recommendation	<b>2026</b>		
			Finalize Equity Map	<b>Complete</b>		
			Review Employee Survey	<b>Complete</b>		
			Review other City policy documents, as they come up (e.g., Economic Development Plan, etc.)	<b>Complete</b>		
			2024 DEIB Strategic Plan Report Review	<b>2026</b>		
		Program Items	Joint meeting with City Council and Annual Report Out	<b>Complete</b>		
			Review and make a recommendation on Community Survey option	<b>Complete</b>		
		Events	Start 42nd Juneteenth Celebration planning with Fred U. Harris Lodge	<b>On Hold</b>		
			Participate in the Lacey Cultural Celebration	<b>Complete</b>		
			Continue planning for 2025 DEIB Regional Summit	<b>Complete</b>		
		2025	Q2	Engagement	Hold a focus group	<b>Complete</b>
					Hold a joint/informational meeting with DEIB representatives from local education institutions; Invite administrators	<b>Complete</b>
Policy Items	Continue Advisory Board Process			<b>2026</b>		
	Continue research and review on equity tools			<b>2026</b>		
	Start review of Advisory Board recruitment process			<b>2026</b>		
	Comprehensive Plan Involvement			<b>Complete</b>		
	Review other City policy documents, as they come up			<b>Complete</b>		
Program Items						
Events	Participate in the 42nd Juneteenth Celebration with the Fred U. Harris Lodge			<b>On Hold</b>		
	Host 2025 DEIB Regional Summit with partners			<b>Complete</b>		

Year	Q	Category	Activity	Status
2025	Q 3	Engagement	Hold a joint / informational meeting with DEIB representatives from other government entities	Complete
			Hold a focus group with community members / affinity group(s) (TBD)	
			Research and consider community celebrations, including LGBTQIA+, Latino events	Complete
		Policy Items	Review Language Access Plan	Complete
			Continue Comprehensive Plan Involvement	Complete
			Review Cross Departmental Equity Team Plan	On Hold
			Review other City policy documents, as they come up	Complete
		Program Items		
		Events		
2025	Q 4	Engagement	Hold a focus group with community members	
			Recruit for COE Members (if needed)	Complete
			Make a recommendation on community celebrations, including LGBTQIA+, Latino events	Complete
		Policy Items	Review contracting and opportunities for information sharing	
			Continue Comprehensive Plan Involvement	Complete
			Review other City policy documents, as they come up	Complete
			Draft 2026 Commission on Equity Work Plan	Complete
		Program Items		
Events	Start 2026 DEIB Regional Summit Planning	Complete		

At the Commission on Equity meeting on October 27, 2025, the COE performed a Strengths, Opportunities, Aspirations, and Results (SOAR) Exercise. A SOAR exercise is a powerful, strengths-based strategic planning activity that focuses on what a group, like the COE, or organization, like the City, does well — rather than focusing primarily on gaps or weaknesses (like the more common Strengths, Weaknesses, Opportunities, and Threats), while also focusing on the future. As part of this exercise, considering the framework of the Diversity, Equity, Inclusion, and Belonging Strategic Plan (DEIB Plan), the COE considered the following questions:

## 1. Strengths

- What are we doing well right now?
- What makes us unique?

## 2. Opportunities

- What possibilities can we take advantage of?
- What's changing in our environment, community, or culture?
- Who can we collaborate with?

## 3. Aspirations

- What do we want to accomplish in the next 12 months?
- What do we want to accomplish in the next few years?

## 4. Results

- What outcomes will show we're making progress?
- What does success look like in the short- and long-term?
- How will we track or celebrate successes and impact?

The following are the notes from the SOAR exercise:

### Strengths / Reflections:

- Council support
- City staff support
- Commitment of Commission on Equity members: We show up
- Diverse backgrounds and experiences
- Interactions as a group
- Action-focused
- Mission-driven
- Leader in Thurston County
- Relationships with City Departments
- Learn from experiences
- Growth mindset
- Embracing technology, e.g., Equity Map
- Visible in the community
- Developed partnerships
- Results – implementing DEIB Strategic Plan
- Vocal
- Youth support and voices

**Opportunities:**

- Connect with new councilmembers
- Lead the way with other regional advisory boards and groups
- Use our experience and continue to move forward
- Equity work is now more critical than ever; challenging work is ahead
- More community engagement
- Avoid duplication
- Recognition for Human Services Grant Program
- Hold Regional Advisory Board Meetings
- Transform systems, focus on inequities
- Education opportunities
- Outcomes of employee survey
- Expand equity discussion to other community elements: education, health, housing
- Use the Equity Map: Host Neighborhood Meetings

**Aspirations:**

- Quarterly Regional Advisory Board meetings
- Juneteenth
- Mentorship programs: Youth, Young Adults, City staff
- Multilingual newsletter
- Community outreach
- Advisory Group: More impact, growth mindset
- Equity Map: Neighborhood Meetings
- Staff Training Plan Review / Workplace Culture
- Engage with those with limited digital access
- Sidewalks
- Transportation: JBLM, Bike
- Continue work on Community Connectivity Tool (CCT)
- Explain the complexity of systems/changes
- 2025 Report: Impact / Results

**Results:**

- Performance indicators are being met
- Questions and inquiries are second nature in responding
- Work creates results and new pathways
- Actions are being done
- Visible change starting to occur

- Increased engagement
- Celebrate small wins
- COE continued to be asked to be part of events
- Departments want to come to the COE
- Resources are more equitably distributed
- Newsletter allows for a community feedback loop
- End 2026: Invitations to present on COE work
- Snacks
- Open House-like engagements
- Updated phone systems, use as an education tool, accessibility features
- Review Land Acknowledgment with Nisqually Indian Tribe

### Strengths

- Council support
- City staff support
- Commitment of Commission on Equity members: We show up
- Diverse backgrounds and experiences
- Interactions as a group
- Action-focused
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- Leader in Thurston County
- Relationships with City Departments
- Learn from experiences
- Growth mindset
- Embracing technology, e.g., Equity Map
- Visible in the community
- Developed partnerships
- Results – implementing DEIB Strategic Plan
- Vocal
- Youth support and voices

### Opportunities

- Connect with new councilmembers
- Lead the way with other regional advisory boards and groups
- Use our experience and continue to move forward
- Equity work is now more critical than ever; challenging work is ahead
- More community engagement
- Avoid duplication
- Recognition for Human Services Grant Program
- Hold Regional Advisory Board Meetings
- Transform systems, focus on inequities
- Education opportunities
- Outcomes of employee survey
- Expand equity discussion to other community elements: education, health, housing
- Use the Equity Map: Host Neighborhood Meetings

### Aspirations

- Quarterly Regional Advisory Board meetings
- Juneteenth
- Mentorship programs: Youth, Young Adults, City staff
- Multilingual newsletter
- Community outreach
- Advisory Group: More impact, growth mindset
- Equity Map: Neighborhood Meetings
- Staff Training Plan Review / Workplace Culture
- Engage with those with limited digital access
- Sidewalks
- Transportation: JBLM, Bike
- Continue work on Community Connectivity Tool (CCT)
- Explain the complexity of systems/changes
- 2025 Report: Impact / Results

### Results

- Performance indicators are being met
- Questions and inquiries are second nature in responding
- Work creates results and new pathways
- Actions are being done
- Visible change starting to occur
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- Departments want to come to the COE
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## 2026 Work Plan

In 2026, the following programs and policies are intended to be reviewed:

1. Poet Laureate Process
2. Community and Cultural Grant Process
3. 2025 DEIB Strategic Plan Report
4. Utility Relief Program
5. Community Liaison Program
6. Public Art Program
7. Utility Box Wraps
8. Advisory Board Process

**Table C** provides a succinct overview of anticipated COE efforts in 2026 by quarter.

<b>Table C</b>				
<b>2026 Work Plan</b>				
<b>Year</b>	<b>Q</b>	<b>Category</b>	<b>Activity</b>	<b>Status</b>
2026	Q1	Engagement	Joint Meeting with Regional DEIB Advisory Boards	Complete
			Joint Meeting with the Lacey Youth Council	Complete
		Policy Items	Poet Laureate Process	Complete
			Community and Cultural Grant Process	Complete
			Review other City policy documents as they come up (e.g., the Economic Development Vision, etc.).	Complete
		Program Items	Joint meeting with City Council and Annual Report Out	Complete
		Events	Plan 2026 DEIB Regional Summit with partners	Complete
			Participate in the Lacey Cultural Celebration	Complete
			Potential Martin Luther King, Jr. Day Celebrations	Complete
		2026	Q2	Engagement

		Policy Items	Review other City policy documents, as they come up	
		Program Items	Leadership / Mentorship Opportunities	Scheduled June 22
			Internship, Training, Application Process Review Employee Survey Update	Scheduled June 22
		Events	Host 2025 DEIB Regional Summit with partners	Complete
			Night Market Booths	Scheduled
2026	Q3	Engagement	Joint Meeting with Regional DEIB Advisory Boards	Scheduled September
			Hold a focus group (e.g., affinity, community groups, or neighborhood groups)	
		Policy Items	City Recognition Review	
			2025 DEIB Strategic Plan Report Review	
			Utility Relief Program Review	Scheduled July/August
			Advisory Board Process Review	
			Review other City policy documents, as they come up	
		Program Items	Lacey Veterans Services Hub Update	Scheduled August/September
			Utility Box Wrap Program Round #2 Review	
			Community and Cultural Grant Process	
			2025 DEIB Strategic Plan Report Review	
			Events	Night Market Booths
		Local Education Representatives Meeting		
2026	Q4	Engagement	Joint Meeting with Regional DEIB Advisory Boards	
			Hold a focus group (e.g., affinity, community groups, or neighborhood groups)	
		Policy Items	Review contracting and information sharing	
			Public Art Program Review	

		Advisory Board Process Review	
		Community Liaison Program Review	
		Utility Relief Program Review	
		Review other City policy documents, as they come up	
		Draft 2027 Commission on Equity Work Plan	Scheduled November
	Program Items	Community Connectivity Tool Update	
		Equity Map Update	
	Events	Start 2027 DEIB Regional Summit Planning	

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