



FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
TUESDAY, OCTOBER 25, 2022
8:30 A.M.
REMOTE AND IN PERSON ATTENDANCE

The Finance & Economic Development Committee meeting will be conducted remotely and in person.

The public may attend the meeting in person in the Council Chambers at Lacey City Hall, 420 College SE, Lacey, Washington, or you may view or listen to the meeting by using one of the following platforms:

Live through Zoom: <https://us02web.zoom.us/j/82762927785>

Live or as a recording on YouTube: <https://youtu.be/hiVkoHU8RSQ>

Listen via telephone: (888) 788-0099 or (877) 853-5247 (Webinar ID: 827 6292 7785)

AGENDA

PROCUREMENT LMC UPDATE AND MRSC VENDOR ROSTER

AUBREY COLLIER, CITY ENGINEER
(STAFF REPORT)

PROPERTY TAX DISCUSSION

TROY WOO, FINANCE DIRECTOR
(STAFF REPORT)

2023 UTILITY RATE ORDINANCES

TROY WOO, FINANCE DIRECTOR
(STAFF REPORT)

PORTFOLIO STRATEGY DISCUSSION

TROY WOO, FINANCE DIRECTOR
(BRIEFING)



**FINANCE & ECONOMIC
DEVELOPMENT COMMITTEE**
October 25, 2022

SUBJECT: LMC 2.72 and Vendor Roster Resolution

RECOMMENDATION: Recommend forward proposed ordinance and resolution to full City Council for consideration and adoption.

STAFF CONTACT: Scott Spence, City Manager *SS*
Troy Woo, Finance Director *TW*
Scott Egger, Public Works Director *SE*
Aubrey Collier, City Engineer *AC*

ORIGINATED BY: Public Works

ATTACHMENTS:

1. [Proposed Ordinance](#)
2. [Proposed Vendor Roster Resolution](#)
3. [Resolution 624.](#)

FISCAL NOTE: N/A

PRIOR REVIEW: None

BACKGROUND:

Staff reviewed Lacey Municipal Code (LMC) Chapter 2.72 Public Property Acquisition and Disposal to determine if the bid limit levels and other language were still appropriate since last updated in 1988. In addition to finding the bid limits outdated, it was determined that the LMC was not the appropriate place to provide bid limits. It is timely and appropriate to review and update LMC 2.72 to promote efficient use of staff time.

Brief summaries of the proposed changes are described below.

Section 2.72.040 – 2.72.060

The dollar thresholds for purchase of supplies, material, equipment and services will now be acquired in the manner determined by the city manager pursuant to policy as determined by resolution.

Currently, for purchase of supplies, material, equipment or services over \$15,000 the LMC requires staff to use a formal competitive process that includes advertisement in the

newspaper for 13 days and opening of sealed bids. The LMC allows telephone or written quotes for amounts between \$7,500 to \$15,000, and allows the City Manager to set policies for amounts less than \$7,500.

The City Manager, with assistance from the Finance Director, will determine procedures for procurements to ensure that the City is meeting all federal, state and legal requirements and also to ensure good stewardship of public funds. Currently the Policy Manual thresholds match the LMC. However, it would be the intention to review and update the procedures, best practices and thresholds in this policy as needed to ensure that staff are able to meet the procurement needs of the City while also striving to meet City Council priorities and promoting fair vendor competition to ensure the most economical procurement.

A vendor roster is a directory of vendors that is used for procurement of goods, supplies, material, equipment, and purchased services (not professional engineer/architect services). MRSC provides a roster service for local governments across Washington, connecting hundreds of local governments to thousands of vendors for purchases, as well as public works and consulting services. The City already has a contract with MRSC to participate in both the consultant and small works public works rosters as approved in Resolution 949. The attached resolution would authorize City staff to enter into an agreement with MRSC to participate in the MRSC vendor roster as well, and also sets limits for use of that roster.

It is requested that the Finance and Economic Development Committee review the proposed amendments to LMC 2.72 and resolution and recommend full City Council adoption of both to the full Council.

ADVANTAGES:

1. The proposed changes will allow the City Manager to implement procurement policies that ensure good stewardship of public funds and promotes efficient use of staff time.
2. Outdated and redundant information removed by the proposed amendments to LMC 2.72 will improve the overall efficiency of City procurement.

DISADVANTAGES:

1. No significant disadvantages have been identified.

Chapter 2.72

PUBLIC PROPERTY ACQUISITION AND DISPOSAL¹

Sections:

- 2.72.010** **Applicability**
- ~~2.72.030~~ ~~Supplies and expendable equipment ordered in bulk~~
- ~~2.72.040~~ ~~Supplies, material, or equipment over \$15,000.00--Competitive bidding~~
- 2.72.050** **Supplies, material, or equipment, or services over seven thousand five hundred and under \$15,000.00**
- ~~2.72.060~~ ~~Supplies, material, or equipment less than \$7,500.00~~
- ~~2.72.070~~ ~~Property accountability~~
- 2.72.080** **Surplus property--Disposal**
- 2.72.090** **Waiver of provisions in emergency**

2.72.010 Applicability.

This chapter shall apply to the acquisition and disposal of all supplies, materials and equipment purchased or owned by the city through expenditure of city funds regardless of the source of the funds and shall apply to the acquisition or disposal of city property by all city employees and officials whether elected or appointed or otherwise employed by the city in any official or quasi-official capacity. Provided, however, the city is authorized to purchase supplies, materials, equipment or services from or through the United States government or the government of the state of Washington without calling for bids which would otherwise be required by statute or this chapter. (Ord. 836, 1988; Ord. 827 §1, 1988; Ord. 644 §2, 1982).

~~2.72.030~~ ~~Supplies and expendable equipment ordered in bulk.~~

~~All supplies and equipment of an expendable nature, as defined herein, shall, insofar as practicable, be ordered in bulk under the Economic Order Quantity principle, wherein consolidation of projected requirements for the city will result in ordering sufficient quantities to qualify for competitive bidding at volume discount prices. Small purchases of the same items on a recurring basis (piecemealing) to avoid the intent of this chapter shall not be made. (Ord. 163 §3, 1970).~~

¹The Lacey Municipal Code is current through Ordinance 1623, passed September 1, 2022.

~~2.72.040~~ — ~~Supplies, material, or equipment over \$15,000.00—Competitive bidding.~~

~~All supplies, material, equipment, or services other than professional services of a value greater than \$15,000.00, and all supplies, material, or equipment for which a lease-purchase agreement in the amount of \$15,000.00 or more is involved, will be procured through competitive bidding as provided for in RCW 35.23.352 (Ord. 827 §2, 1988; Ord. 681 §1, 1983; Ord. 644 §3, 1982; Ord. 163 §4, 1970).~~

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2.72.050 ~~Supplies, material, or equipment and services over seven-thousand five hundred and under \$15,000.00.~~

All supplies, material, equipment, ~~and~~ or services ~~other than professional services of a purchase price of more than \$7,500.00 and less than \$15,000.00 (excluding state and local taxes)~~ shall be acquired in the manner prescribed by the policy set by the city manager in accordance with state law. ~~The policy will administered within the limits of the council adopted budget resolution of the city council relating to the securing of telephone and/or written quotations from vendors.~~ (Ord. 827 §3, 1988; Ord. 644 §4, 1982; Ord. 331 (part), 1974; Ord. 163 §5, 1970).

~~2.72.060~~ — ~~Supplies, material, or equipment less than \$7,500.00.~~

~~Supplies, material, equipment, or services other than professional services of a value of less than \$7,500.00, excluding state and local taxes, shall be purchased in accordance with controls established by the city manager and within the budgetary limitations of the adopted budget pertaining to that particular department. (Ord. 827 §4, 1988; Ord. 644 §5, 1982; Ord. 163 §6, 1970).~~

~~2.72.070~~ — ~~Property accountability.~~

~~The chief executive shall establish a uniform system of property accountability within each department having custody and use of capital equipment which is public property, and shall require strict accounting for any public property missing or damaged through neglect. The system shall~~

~~require semi-annual inventories and shall include such safeguards as necessary to prevent use of public property for personal use or gain. (Ord. 163 §7, 1970).~~

2.72.080 Surplus property--Disposal.

Public property declared to be surplus to the needs of the city because of age, mileage, unserviceability, obsolescence, or other valid cause, shall be disposed of in accordance with procedures prescribed by law. ~~The city manager or the manager's designee shall insure open bidding procedures and fairness through such means as minimum bid procedures, pre-auction inspection and, when appropriate, the use of licensed auctioneers.~~ (Ord. 888 §1, 1990; Ord. 163 §8, 1970).

2.72.090 Waiver of provisions in emergency.

The chief executive of the city may waive the provisions of this chapter to meet the exigencies of any emergency wherein the health, welfare or safety of the citizens may be endangered by failure to acquire equipment or services necessary to abate such emergency conditions. (Ord. 163 §9, 1970).

¹ For statutory provisions regarding competitive bidding, and contracts for purchase of public property, see RCW [35A.40.210](#).

The Lacey Municipal Code is current through Ordinance 1623, passed September 1, 2022.

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Disclaimer: The city clerk's office has the official version of the Lacey Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ci.lacey.wa.us](http://www.ci.lacey.wa.us)

[Code Publishing Company](#)

RESOLUTION xxxx

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, ON THE SUBJECT OF ESTABLISHING THRESHHOLD LIMITS AND VENDOR ROSTERS FOR PROCUREMENT OF GOODS AND SERVICES.

WHEREAS, RCW 39.04.190 and other laws regarding contracting for procurement of materials, equipment, supplies and services by municipalities, allow contracts to be awarded by a vendor roster process; and

WHEREAS, in order to utilize the vendor roster processes, the City of Lacey is required by law to adopt a resolution implementing the provisions of RCW 39.04.190 and establishing the maximum dollar thresholds of the contracts that can be awarded under this process; and

WHEREAS, RCW 39.04.190 requires that an agency publish at least twice per year a notice of the existence of vendor lists and solicit the names of vendors for the lists and that one of the ways to accomplish that notification is to announce generally to the public its projected requirements for any category and request vendor materials, equipment, supplies and services lists to be kept on file with the agency; and

WHEREAS, Resolution 624, passed by the City Council in 1988, set certain procedures for the acquisition of goods and services between \$7,500 and \$15,000 in value which procedures are outdated.

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

Section 1. MRSC Rosters

The City of Lacey wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for the City's use those statewide electronic databases for the vendor rosters developed and maintained by MRSC and authorizes the City of Lacey staff to sign that contract. In addition, paper and/or electronic rosters may be kept on file by appropriate city departments.

Section 2. Vendor Roster

The City of Lacey hereby establishes a vendor roster process as set forth in RCW 39.04.190. The City Manager or designee shall have authority to approve all budgeted procurements under this section.

Section 3. Resolution 624 is hereby repealed.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,
this ____ day of _____, 2022.

CITY COUNCIL

By _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

RESOLUTION 624

CITY OF LACEY

A RESOLUTION AUTHORIZING THE PROCEDURE FOR SECURING TELEPHONE AND/OR WRITTEN QUOTATIONS FROM VENDORS FOR PURCHASES OF SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES WHERE THE AMOUNT IS BETWEEN \$7,500.00 AND \$15,000.00 IN VALUE

WHEREAS, RCW 35.23.352 provides that advertisement and competitive bidding may be dispensed with as to purchases of supplies, materials or equipment between \$7,500.00 and \$15,000.00 if a procedure is established for securing telephone and/or written quotations from enough vendors to assure establishment of a competitive price and for awarding such contracts for purchase of supplies, materials or equipment to the lowest responsible bidder; and

WHEREAS, it is in the interest of the City of Lacey to establish such a procedure; now, therefore

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

The City Manager, or his designee, may solicit telephone and/or written quotations in lieu of advertisement and competitive bidding for purchases of supplies, materials, equipment or services other than professional services where the cost thereof is between \$7,500.00 and \$15,000.00, provided that the procedures set forth in this resolution are followed. This authority shall be in addition to the authority granted by RCW 35.23.352 for purchases of a value of less than \$7,500.00, which purchases shall be made in accordance with administrative regulations adopted by the city manager.

A. Whenever possible, not less than three prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items being sought are only available from a smaller number of vendors. An explanation shall be placed in the procurement file when fewer than three bids are requested, or if there are fewer than three replies. Bid specifications should, whenever possible, be drafted to permit at least three vendors to qualify as prospective bidders.

B. Whenever possible, bids will be solicited on a lump-sum or fixed unit price basis.

C. Telephone or written requests for quotations shall specify at a minimum for the following:

1. Item(s) to be purchased
2. Number of units
3. Tax
4. Delivery time requirements
5. Freight posts
6. Point of delivery
7. Terms of payment

D. Tabulation of telephone or written quotations shall be on forms provided by the Finance Department and shall include at a minimum the information described in Paragraph C.

E. Upon written authorization of the city manager or his designee, the supplies, materials or equipment will be ordered from

the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.

F. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.

G. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are available by telephone inquiry.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,
WASHINGTON, this 25th day of February, 1988.
CITY COUNCIL

By Kay M. Boyd
Mayor

Attest:

Timothy McGuire
City Clerk

Approved as to form:

[Signature]
City Attorney



**FINANCE & ECONOMIC
DEVELOPMENT COMMITTEE**
October 25, 2022

SUBJECT: Ad Valorem Tax Ordinance

RECOMMENDATION: Review the Draft Ad Valorem Tax Ordinance

STAFF CONTACT: Scott Spence, City Manager ^{SS}
Troy Woo, Finance Director ^{TW}

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Draft Ordinance No. XXXX](#)

FISCAL NOTE: 2023 General Levy Collections \$8,506,962
2023 Excess Bond Levy Collections (Parks) \$687,050

PRIOR REVIEW: Budget Workshop on October 6, 2022

BACKGROUND:

Each year the taxing districts must certify their budgets and property tax levies by November 30, or the County Assessor must use the previous year's certified levy amounts.

There are a number of adjustments to the City's property tax levy. The proposed 2023 levy will be increased by the refund levy, revenue limit, annexation value, and new construction.

The refund levy represents adjustments that were made to property assessments based on property owner assessment appeals, technical errors, or the granting of exemptions. These adjustments were made during the period of October 1, 2021, through September 30, 2022. The refunds did not change the legal property tax levy limit during that period, so the City is allowed to recover the refunded tax dollars in the following year.

The property tax revenue limit for jurisdictions with populations greater than 10,000 is 101 percent or 100 percent plus inflation, whichever is less. Increases resulting from new construction and improvements to property, newly constructed wind turbines, and state-

assessed utility property are exempt from the revenue limit. The revenue limit is challenging for the City of Lacey because property tax is a significant source of revenue for the General Fund. 14.1 percent of all proposed 2023 General Fund budgeted revenues are from property taxes. It is typical for inflation to be in excess of one percent, so the 101 percent property tax limit normally does not keep pace with the City’s rising expenditures.

The inflation factor to be used to determine 2023 property tax collections is 6.457 percent, so the City Council is authorized to increase property taxes by the 101 percent property tax limit.

While the 101 percent revenue limit is challenging, the City of Lacey has been able to address growing service demands and inflationary growth to expenditures with strong property tax growth from new construction. The 2023 additions from new construction were higher than the historical projections. New construction valuing \$209,921,882 will be added to next year’s assessed value. This will result in a property tax increase of \$184,954. Also, \$206,075,106 of valuation will be added to Lacey’s total assessed valuation. The result of the annexation valuation is a property tax increase of \$181,565.

The overall assessed value for Lacey is increasing \$3,558,287,990. After removing the new construction and annexation additions, existing assessed valuation increased \$3,142,291,002. Increasing valuations result in lower overall levy rates. Properties, which experienced increases in assessed valuation at a similar rate as the overall Lacey valuation will not experience any significant increase to the City of Lacey property tax. Due to the 101 percent revenue limit, levy rates change inversely to the changes to assessed values. The following table illustrates the impact of a 10.0 percent increase to property assessments with the one-percent revenue limit in effect.

<u>Tax District - City of Lacey</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Change</u>
Revenue Limit (1%)	\$ 1,000,000	\$ 1,010,000	1.0%
Total District Assessed Value	100,000,000	110,000,000	10.0%
Levy Rate per \$1,000 Assessed Value	\$ 10.00	\$ 9.18	-8.2%

<u>House in Lacey</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Change</u>
Assessed Value	\$ 100,000	\$ 110,000	10.0%
Taxes Due (Assessed Value x Levy Rate)	\$ 1,000	\$ 1,010	1.0%

The table illustrates that a house in Lacey that is appreciating in value at the same rate (10.0 percent) as the average appreciation rate for Lacey, and without considerations of statewide levies or other taxing districts, will have taxes due increased by one percent or the revenue limit.

The proposed ad valorem tax ordinance sets the 2023 general property tax at \$8,506,962. This will result in an estimated levy rate of \$0.6703 per \$1,000 of assessed valuation. This is an increase of \$460,350 or 5.72 percent compared to the 2022 general property tax collections. The adjustments to next year’s levy include a \$184,954 increase due to new

construction, a \$181,565 annexation, an \$80,466 increase due to exercising the 1.0 percent revenue limit adjustment, and a \$13,365 increase from the 2022 refund levy.

The proposed ordinance also sets the voter-approved GO Bond redemption property tax levies. The total 2023 property tax levy collection for GO Bond redemption is \$687,050. The total estimated GO Bond redemption levy rate is \$0.0546 per \$1,000 of assessed valuation. The outstanding GO Bonds and their portion of the property tax levies are listed below.

	<u>Date Issued</u>	<u>Original Amount</u>	<u>Outstanding Balance</u>	<u>2023 Principal & Int.</u>	<u>Rate/ \$1,000 AV</u>
Parks Imp. GO Refunded Bonds 2012	December 19, 2012	2,845,000	315,000	324,450	0.02579
Parks Imp. GO Refunded Bonds 2015	May 20, 2015	2,995,000	1,315,000	362,600	0.02883
				\$ 687,050	0.05462

Staff requests that the Finance and Economic Development Committee review the draft Ad Valorem Tax Ordinance. No action is necessary. The 2023 Revenue Public Hearing is scheduled for November 3, 2022, and the ordinance adoption is scheduled for November 17, 2022.

ADVANTAGES:

1. The proposed property tax levels will help balance the proposed 2023 Budget, which preserves current service levels.
2. Exercising 101 percent revenue limit will help offset the rising costs of the City’s service delivery.

DISADVANTAGES:

1. Increasing property tax collections by the 1.0 percent revenue limit is challenging regardless of the economic conditions. However, this modest increase allows the City of Lacey to preserve its service levels.

ORDINANCE NO. XXXX

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON, FIXING THE AMOUNT OF THE ESTIMATED EXPENDITURES, LESS THE ESTIMATED REVENUES FROM SOURCES OTHER THAN AD VALOREM TAXATION, NEEDED FOR THE CURRENT EXPENSE BUDGET AND FOR THE PAYMENT OF PRINCIPAL AND INTEREST UPON THE GENERAL BONDED INDEBTEDNESS OF THE CITY OF LACEY FOR THE FISCAL YEAR 2023; LEVYING THE ANNUAL AD VALOREM TAXES OF THE CITY OF LACEY FOR THE FISCAL YEAR 2023 AND APPROPRIATING SAME TO CERTAIN FUNDS FOR CERTAIN PURPOSES AND ADOPTING A SUMMARY FOR PUBLICATION.

WHEREAS, a public hearing was held before the City Council of the City of Lacey on November 3, 2022, for purposes of considering revenue sources to fund the City's 2023 Current Expense Budget which consists of expenditures to provide on going services exclusive of capital expenditures, utility and other enterprise funds and special assessment funds of the City, and

WHEREAS, the assessed valuation of all taxable property within the City as determined by the Thurston County Assessor is \$12,691,154,680 for the General Levy and \$12,578,054,377 for the park improvement general obligation levies, and

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for a taxing jurisdiction with a population of 10,000 or more is the lesser of 101 percent or 100 percent plus inflation, and

WHEREAS, RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the Bureau of Economic Analysis of the federal Department of Commerce by September 25 of the year before the taxes are payable, and

WHEREAS, "inflation" to be used for 2023 is 6.457 percent and the limit factor is therefore 101 percent, meaning the taxes levied in the City of Lacey in 2022 for collection in 2023 will increase an amount equal to one percent over the amount collected in 2022 except for the amounts resulting from new construction and improvements to property, adjustments for annexation, newly constructed wind turbines, and any increase in the value of state-assessed utility property.

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

Section 1. The property tax levy, together with all adjustments thereto is shown below:

	Adjustment Amount	% Increase/ Decrease
2022 Property Tax Levy	\$ 8,046,612	
2023 General Levy Increase	80,466	1.00%
2023 New Construction Levy	184,954	2.30%
2023 Annexation Levy	181,565	2.25%
2023 Net Refund Levy	<u>13,365</u>	<u>0.17%</u>
2023 General Property Tax Levy	\$ 8,506,962	5.55%

Section 2. The levies to raise \$687,050 from property tax for bond redemption and interest on voted general obligation bond indebtedness for the City of Lacey are as follows:

	Total Assessed Valuation	\$ Amount per \$1,000 Assessed Value	\$ Amount of Levy
2012 Refunded Parks Imp.	12,578,054,377	0.02579	324,450
2015 Refunded Parks Imp.	12,578,054,377	0.02883	362,600

Section 3. The taxes herein provided for are levied for the purpose of raising revenue sufficient to pay the principal and interest upon the general bonded indebtedness, if any, of the City of Lacey, for a portion of the General Fund, and for the operation of the different departments of the municipal government of the City of Lacey for the fiscal year beginning January 1, 2023, and ending December 31, 2023 (current expense budget); and are hereby levied upon all the real and personal property as shown by the assessment in the County of Thurston as finally fixed by the County and State Board of Equalization, and as extended upon the books of the County Assessor showing the property within said City subject to taxation for municipal purposes and upon the amount of real and personal property as certified by the County Assessor, all pursuant to and under and by virtue of the laws of the State of Washington.

Section 4. That the taxes collected from the levies hereby fixed and made are hereby appropriated and this appropriation, together with the estimated revenues from all sources other than ad valorem taxation shall, when the annual budget for the fiscal year 2023 is finalized and adopted by ordinance, constitute the appropriations of the City of Lacey for the fiscal year 2023.

Section 5. 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 6. The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,
this 17th day of November, 2022.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Publish: November 21, 2022

DRAFT

SUMMARY FOR PUBLICATION
ORDINANCE NO. XXXX
CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on November 17, 2022, Ordinance No. XXXX, entitled “AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON, FIXING THE AMOUNT OF THE ESTIMATED EXPENDITURES, LESS THE ESTIMATED REVENUES FROM SOURCES OTHER THAN AD VALOREM TAXATION, NEEDED FOR THE CURRENT EXPENSE BUDGET AND FOR THE PAYMENT OF PRINCIPAL AND INTEREST UPON THE GENERAL BONDED INDEBTEDNESS OF THE CITY OF LACEY FOR THE FISCAL YEAR 2023; LEVYING THE ANNUAL AD VALOREM TAXES OF THE CITY OF LACEY FOR THE FISCAL YEAR 2023 AND APPROPRIATING SAME TO CERTAIN FUNDS FOR CERTAIN PURPOSES AND ADOPTING A SUMMARY FOR PUBLICATION.”

The main points of the Ordinance are described as follows:

1. The Ordinance sets the 2023 general property tax levy to be in the sum of \$8,506,962.00 and sets the amount of ad valorem tax levies for the payment of outstanding bonded indebtedness.
2. The Ordinance declares that the taxes levied, together with estimated revenues from all other sources other than ad valorem taxation shall constitute the appropriations of the City for the 2023 fiscal year budget.
3. Provides provisions for corrections.
4. 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: November 21, 2022.



**FINANCE & ECONOMIC
DEVELOPMENT COMMITTEE**
October 25, 2022

SUBJECT: Resolution authorizing the 2022 Ad Valorem Tax increase

RECOMMENDATION: Review the Draft Ad Valorem Tax Increase Authorization Resolution

STAFF CONTACT: Scott Spence, City Manager *SS*
Troy Woo, Finance Director *TW*

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Draft Resolution No. XXXX](#)

FISCAL NOTE: Projected 2023 General Levy Collections \$8,506,962

PRIOR REVIEW: Budget Workshop on October 6, 2022

BACKGROUND:

RCW 84.55.005(2)(c) sets the property tax limit factor for a taxing jurisdiction with a population over 10,000 as the lesser of 101 percent or 100 percent plus inflation.

The Thurston County Assessor's Office suggests the adoption of a separate resolution or ordinance to satisfy the provisions of RCW 84.55.120 (3)(a), which states:

Except as provided in (b) of this subsection (3), no increase in property tax revenue may be authorized by a taxing district, other than the state, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage. The ordinance or resolution may cover a period of up to two years, but the ordinance must specifically state for each year the dollar increase and percentage change in the levy from the previous year.

The exceptions referenced above relate to new construction, improvements to property, newly constructed wind turbines, annexation, and state-assessed utility property.

The proposed resolution includes provisions to comply with this requirement, which will allow the County Assessor's Office to assess the City's 2023 property tax as authorized. The resolution authorizes an increase of one percent, which is equal to \$80,466.

Staff requests that the Finance and Economic Development Committee review the draft Ad Valorem Tax Authorization Resolution. No action is necessary. The 2023 Revenue Public Hearing is scheduled for November 3, 2022, and the resolution adoption is scheduled for November 17, 2022.

ADVANTAGES:

1. The adopted property tax levels will help balance the proposed 2023 Budget, which preserves current service levels.
2. Exercising 101 percent revenue limit will help address the rising costs of the City's service delivery.

DISADVANTAGES:

1. Increasing property tax collections by the 1.0 percent revenue limit is challenging regardless of the economic conditions. However, this modest increase allows the City of Lacey to preserve its service levels.

RESOLUTION NO. XXXX

CITY OF LACEY

A RESOLUTION OF THE CITY OF LACEY, WASHINGTON, AUTHORIZING THE INCREASE OF THE 2023 AD VALOREM TAX LEVY BY ONE PERCENT OVER THE TAX LEVY OF 2022.

WHEREAS, a public hearing was held before the City Council of the City of Lacey on November 3, 2022, for purposes of considering revenue sources to fund the City's 2023 Current Expense Budget which consists of expenditures to provide ongoing services exclusive of capital expenditures, utility and other enterprise funds and special assessment funds of the City, and

WHEREAS, the City of Lacey actual levy amount from the previous year was \$8,046,612, and

WHEREAS, the population of the City of Lacey is more than 10,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year. The dollar amount of the increase over the actual levy amount from 2022 shall be \$80,466, which is an increase of 1.0 percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property within the City and allowed adjustments for annexation and refunds.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 17th day of November, 2022.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney



**FINANCE & ECONOMIC
DEVELOPMENT COMMITTEE**
October 25, 2022

SUBJECT: Review the draft 2023 Sewer Rate Ordinance

RECOMMENDATION: The 2023 Proposed Budget assumes 9.5 percent Sewer service rate increase effective January 1, 2023

STAFF CONTACT: Scott Spence, City Manager *SS*
Troy Woo, Finance Director *TW*

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Draft Ordinance No. XXXX](#)

FISCAL NOTE:

PRIOR REVIEW: Budget Workshop on October 6, 2022

BACKGROUND:

The next scheduled update of the sewer comprehensive plan is anticipated to commence during 2023. The plan update requirement for the sewer comprehensive plan (2015) was extended beyond the last multi-year sewer rate schedule. As a result, the City’s rate consultant prepared a sewer revenue requirement model, which recommended rates for the years 2022 to 2027.

The updated sewer rate model recommends a 9.5 percent annual increases. The proposed increase has the following impact on the basic sewer service or equivalent residential unit charge:

	2018 Rate	2019 Rate	2020 Rate	2021 Rate	2022 Rate	2023 Rate
Basic Sewer Service Charge	\$20.43	\$21.30	\$21.94	\$23.04	\$25.23	\$27.62

The proposed 2023 sewer rates were presented at the October 6, 2022, Budget Workshop. The proposed rates will be presented and sewer customers will have an opportunity to provide testimony at the November 3, 2022 revenue hearing. The City Council is scheduled to consider the 2023 Sewer Rate Ordinance at its November 17, 2022, meeting.

ADVANTAGES:

1. Rate adjustments are required to address future capital needs and the growing costs to convey wastewater and maintain the region's water quality.
2. Adoption of the second-year rate increase maintains consistent and predictable rate increases for the customers' planning purposes.
3. Deferring needed capital improvements or maintenance and ignoring operational and maintenance costs can occur when rates are kept artificially low. This can result in rate spikes to adjust future rates to the correct levels.

DISADVANTAGES:

1. It is a challenging time to increase rates and a 9.5 percent seems significant. However, compared to many other consumer products and services, a \$2.40 per month increase is reasonable for this important community service.

ORDINANCE NO. XXXX

CITY OF LACEY

AN ORDINANCE RELATING TO SEWER SERVICE RATES, AMENDING SECTION 13.16.060 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, additional requirements and significant capital improvements to the City’s water system have greatly impacted the operating costs of such system, and

WHEREAS, it is necessary to increase the sewer service rates in order to provide for the additional maintenance costs to meet system requirements and provide funding for scheduled capital improvements; NOW, THEREFORE,

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

Section 1. Section 13.16.060 of the Lacey Municipal Code is hereby amended to read as follows:

13.16.060 Service charge - Designated.

A. The “basic sewer service charge” of Lacey for each equivalent residential unit for all utility billings effective ~~January 1, 2022~~ January 1, 2023 and thereafter until amended shall be as follows:

	2022 Rate	2023 Rate
Basic Sewer Service Charge	\$25.23	\$27.63

B. The “wastewater service charge” shall be an amount equal to that set by the LOTT Alliance Board of Directors pursuant to the LOTT Alliance Intergovernmental Agreement.

Section 2. This Ordinance shall be effective as of January 1, 2023.

Section 3. 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, on this 17th day of November, 2022.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

DRAFT

**SUMMARY FOR PUBLICATION
ORDINANCE NO. XXXX
CITY OF LACEY**

The City Council of the City of Lacey, Washington, passed on November 17, 2022, Ordinance No. XXXX, entitled **“AN ORDINANCE RELATING TO SEWER SERVICE RATES, AMENDING SECTION 13.16.060 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.”**

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

Section 1 amends section 13.16.060 establishing sewer rates for 2023 for purposes of providing revenue for increased maintenance and capital expenditures for the sewer utility system.

Section 2 establishes the effective date of January 1, 2023.

Section 3 provides provisions for corrections.

Section 4 approves this summary.

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

City Clerk

Published: November 21, 2022



**FINANCE & ECONOMIC
DEVELOPMENT COMMITTEE**
October 25, 2022

SUBJECT: Review the draft 2023 Stormwater Rate Ordinance

RECOMMENDATION: The 2023 Proposed Budget assumes a 4.5 percent Stormwater service rate increase effective January 1, 2023.

STAFF CONTACT: Scott Spence, City Manager ^{SS}
Troy Woo, Finance Director ^{TW}

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Draft Ordinance No. XXXX](#)

FISCAL NOTE:

PRIOR REVIEW: Budget Workshop on October 6, 2022

BACKGROUND:

The most recent stormwater comprehensive plan update was completed and adopted by the City Council on November 19, 2020, as a part of the City's comprehensive plan update. The stormwater comprehensive plan financial chapter assumes 4.5 percent annual increases for the years 2021 through 2025.

The proposed 2023 Budget assumes adoption of the 4.5 percent stormwater rate increase consistent with the six-year rate recommendation.

The proposed increase has the following impacts to stormwater rates:

Rate Category	Percent of Impervious Surface	2020	2021	2022	2023
		Monthly Service Charge Per Gross Acre	Monthly Service Charge Per Gross Acre	Monthly Service Charge Per Gross Acre	Monthly Service Charge Per Gross Acre
1 Single Family Residence	N/A	11.87	12.40	12.96	13.54
2 Duplex Family Residence	N/A	23.74	24.80	25.92	27.08
3 Very Light	0% to 10%	5.45	5.69	5.95	6.22
4 Moderate Light	>10% to 25%	19.69	20.58	21.51	22.47
5 Light	>25% to 40%	38.12	39.83	41.62	43.51
6 Moderate	>40% to 55%	58.11	60.72	63.45	66.31
7 Moderately Heavy	>55% to 70%	79.11	82.67	86.39	90.28
8 Heavy	>70% to 85%	102.05	106.64	111.44	116.45
9 Very Heavy	>85% to 100%	126.26	131.94	137.88	144.08

The proposed 2023 stormwater rates were presented at the October 6, 2022, Budget Workshop. The proposed rates will be presented and stormwater customers will have an opportunity to provide testimony at the November 3, 2022, revenue hearing. The City Council is scheduled to consider the 2023 Stormwater Rate Ordinance at its November 17, 2022, meeting.

ADVANTAGES:

1. Rate adjustments are required to address future capital needs and the growing costs of stormwater services.
2. Maintaining consistent rate increases provides customers consistent and predictable rate increases for planning purposes.
3. Deferring needed capital improvements or maintenance and ignoring operational and maintenance costs can occur when rates are kept artificially low. This can result in rate spikes to adjust future rates to the correct levels.

DISADVANTAGES:

1. It is a challenging time to increase rates and a 4.50 percent seems significant. However, compared to many other consumer products and services, a \$0.58 per month increase is reasonable for this important community service.

ORDINANCE NO. XXXX

CITY OF LACEY

AN ORDINANCE RELATING TO STORMWATER SERVICE RATES, AMENDING SECTION 13.70.030 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the City of Lacey is committed to comply with the Phase II Western Washington Municipal Stormwater Permit, which provides for the requirements necessary to preserve water quality and resources, and

WHEREAS, it is necessary to increase the stormwater service rates in order to provide for the additional maintenance costs to meet system requirements and provide funding for scheduled capital improvements; NOW, THEREFORE,

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

Section 1. Section 13.70.030 of the Lacey Municipal Code is hereby amended to read as follows:

13.70.030 Service charge rate.

Subject to the rate adjustments provided in LMC 13.70.035, the storm and surface water utility charges shall be levied upon the basis of a flat monthly rate for all developed single-family residential parcels and two-family residential parcels and a sliding rate for all other parcels. The sliding rate shall be determined by measuring the amount of impervious surface area on each parcel and dividing that figure by the total area of the parcel to determine the percent of impervious surface and therefore the rate category. The monthly charge shall be that amount resulting from multiplying the service charge for the rate category applicable to the parcel by the total area of the parcel. The rate categories, the parameters of impervious surface for said rate categories and the monthly service charge applicable to each category shall be as follows:

Rate Category	Percent of Impervious Surface	2022 Monthly Service Charge Per Gross Acre	2023 Monthly Service Charge Per Gross Acre
1 Single Family Residence	N/A	12.96	13.54
2 Duplex Family Residence	N/A	25.92	27.09
3 Very Light	0% to 10%	5.95	6.22
4 Moderate Light	>10% to 25%	21.51	22.48
5 Light	>25% to 40%	41.62	43.49
6 Moderate	>40% to 55%	63.45	66.31
7 Moderately Heavy	>55% to 70%	86.39	90.28
8 Heavy	>70% to 85%	111.44	116.45
9 Very Heavy	>85% to 100%	137.88	144.08

The rates set forth above shall be effective for all stormwater utility billings beginning ~~January 1, 2022~~ January 1, 2023 and thereafter until further amended.

Section 2. This Ordinance shall be effective as of January 1, 2023.

Section 3. 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, on this 17th day of November, 2022.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

SUMMARY FOR PUBLICATION
ORDINANCE NO. XXXX
CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on November 17, 2022, Ordinance No. XXXX, entitled “**AN ORDINANCE RELATING TO STORMWATER SERVICE RATES, AMENDING SECTION 13.70.030 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.**”

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

Section 1 amends section 13.70.030 establishing stormwater rates for 2023 for purposes of providing revenue for increased maintenance and capital expenditures for the stormwater utility system.

Section 2 establishes the effective date of January 1, 2023.

Section 3 provides provisions for corrections.

Section 4 approves this summary.

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

City Clerk

Published: November 21, 2022



**FINANCE & ECONOMIC
DEVELOPMENT COMMITTEE**
October 25, 2022

SUBJECT: Review the draft 2023 Water Rate Ordinance

RECOMMENDATION: The 2023 Proposed Budget assumes 5.25 percent Water service rate increase effective January 1, 2023

STAFF CONTACT: Scott Spence, City Manager *SS*
Troy Woo, Finance Director *TW*

ORIGINATED BY: Troy Woo, Finance Department

ATTACHMENTS: 1. [Draft Ordinance No. XXXX](#)

FISCAL NOTE:

PRIOR REVIEW: Budget Workshop on October 6, 2022

BACKGROUND:

The next update of the water comprehensive plan is in its final form, but will not be considered until the next City Comprehensive Plan update process in 2023. The draft water comprehensive plan financial chapter recommends 5.25 percent increases for the years 2022 through 2027. Staff recommends adopting the 5.25 percent increase in anticipation of the adoption of the water comprehensive plan in 2023.

The proposed 2023 Budget assumes adoption of the second-year rate increase (5.25 percent) of the six-year rate recommendation included in the draft water comprehensive plan. While both the water customers and utility have benefitted from past multi-year rate schedules, the scheduled water comprehensive plan adoption during 2023 will provide an opportunity to discuss the adoption of a multi-year rate schedule. Predictable and stable rates have helped the utility mitigate cashflow risk and lowered debt requirements and the customers have avoided rate shock because revenue increase requirements have been spread over a longer period.

A 5.25 percent increase to the 2023 residential water service charge is equal to \$1.63 per month (700 cubic feet). The following table illustrates the impact of a 5.25 percent increase for 2023:

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Base Rate	\$ 16.62	\$ 17.45	\$ 18.37	\$ 19.33
Consumption	<u>11.55</u>	<u>12.13</u>	<u>12.76</u>	<u>13.43</u>
Total Monthly Charges	\$ 28.17	\$ 29.58	\$ 31.13	\$ 32.76

The proposed 2023 water rates were presented at the October 6, 2022, Budget Workshop. The proposed rates will be presented and water customers will have an opportunity to provide testimony at the November 3, 2022, revenue hearing. The City Council is scheduled to consider the 2023 Water Rate Ordinance at its November 17, 2022, meeting.

ADVANTAGES:

1. Rate adjustments are required to address future capital needs and the growing costs to produce and deliver quality water.
2. Adoption of the second-year rate increase maintains consistent and predictable rate increases for the customers' planning purposes.
3. Deferring needed capital improvements or maintenance and ignoring operational and maintenance costs can occur when rates are kept artificially low. This can result in rate spikes to adjust future rates to the correct levels.

DISADVANTAGES:

1. Increasing water rates can be challenging to customers regardless of the economic conditions. However, this increase will help offset potentially larger future rate increases and allows the City of Lacey to maintain service levels and the protection of its clean water.

ORDINANCE NO. XXXX

CITY OF LACEY

AN ORDINANCE RELATING TO WATER SERVICE RATES, AMENDING SECTION 13.32.030 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, additional requirements and significant capital improvements to the City's water system have greatly impacted the operating costs of such system, and

WHEREAS, it is necessary to increase the water service rates in order to provide for the additional maintenance costs to meet system requirements and provide funding for scheduled capital improvements; **NOW, THEREFORE**,

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

Section 1. Section 13.32.030 of the Lacey Municipal Code is hereby amended to read as follows:

13.32.030 Service charge--Metered.

Water service charges for metered connections to the city water system shall be determined and the revenues received there from utilized as follows:

- A. The customers of the water system shall be divided into two groups. Group 1 shall consist of single family residences, duplex residences and irrigation accounts. Group 2 shall consist of multi-family residential structures, mobile home parks and commercial buildings.
- B. The monthly base rate and monthly consumption rate for each one hundred cubic feet of water consumed by Group 1 customers effective ~~January 1, 2022~~ January 1, 2023 and thereafter until amended shall be as follows:

In-City Rates	2022 Rates	2023 Rates
Base Rate	\$18.37	\$19.33
1 st 600 c.f.	\$1.5289	\$1.6092
601 – 1200 c.f.	\$3.5886	\$3.7770
1201 – 2400 c.f.	\$4.5866	\$4.8274
Over 2400 c.f.	\$6.1245	\$6.4460

Out-of-City Rates	2022 Rates	2023 Rates
Base Rate	\$22.05	\$23.21
1 st 600 c.f.	\$1.8346	\$1.9309
601 – 1200 c.f.	\$4.3064	\$4.5325
1201 – 2400 c.f.	\$5.5039	\$5.7929
Over 2400 c.f.	\$7.3494	\$7.7352

C. The monthly base rate and monthly consumption rate for each one hundred cubic feet of water consumed by Group 2 customers effective ~~January 1, 2022~~ January 1, 2023 and thereafter until amended shall be as follows:

In-City Rates	2022 Rates	2023 Rates
Base Rate	\$18.37	\$19.33
1 st 600 c.f.	\$1.5289	\$1.6092
Over 601 c.f.	\$3.5886	\$3.7770

Out-of-City Rates	2022 Rates	2023 Rates
Base Rate	\$22.05	\$23.21
1 st 600 c.f.	\$1.8346	\$1.9309
Over 601 c.f.	\$4.3064	\$4.5325

D. Irrigation accounts shall be those accounts developed from the use of water for irrigation through a meter or meters separate from the metering of other water use upon such property. Group 2 customers who connect to the water system after passage of this ordinance will be required to use a separate meter or meters for irrigation purposes and the water usage through such separate meter or meters shall be considered as an irrigation account. If such a new Group 2 customer is assuming an existing Group 2 account, the requirement to install a separate meter or meters for irrigation purposes shall not apply.

E. Publicly owned recreation property such as city or county parks and school district playfields shall be billed pursuant to the schedule for Group 2 customers. Provided, however, that to qualify for such billing, the facility must first receive

an irrigation audit by the city water department and demonstrate that a good faith effort is being made to remedy deficiencies and conserve water.

F. The billing rate to those customers utilizing water directly from water hydrants, with the consent of the city, shall be charged at a rate equivalent to the charges applicable to In-city Group 1 customers for consumption in excess of two thousand four hundred cubic feet.

G. An amount equal to fifteen percent of the revenues received from service charges as set forth herein shall be set aside by the city separately for the purpose of accumulating a depreciation reserve for the replacement of equipment and plant in place of the water system. The balance of the income received from said charges shall be used for maintenance and operation, construction and debt service requirements of said system.

Section 2. This Ordinance shall be effective as of January 1, 2023.

Section 3. 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, on this 17th day of November, 2022.

CITY COUNCIL

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

SUMMARY FOR PUBLICATION
ORDINANCE NO. XXXX
CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on November 17, 2022, Ordinance No. XXXX, entitled “**AN ORDINANCE RELATING TO WATER SERVICE RATES, AMENDING SECTION 13.32.030 AND APPROVING A SUMMARY FOR PUBLICATION.**”

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

Section 1 amends section 13.32.030 establishing water rates effective January 1, 2023 for purposes of providing revenue for increased maintenance and capital expenditures for the water utility system.

Section 2 establishes the effective date of January 1, 2023.

Section 3 provides provisions for corrections.

Section 4 approves this summary.

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

City Clerk

Published: November 21, 2022