

GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE

AUGUST 24, 2021

9:31 A.M. – 10:27 A.M.

REMOTE ONLY

COUNCIL PRESENT: DEPUTY MAYOR PRATT (CHAIR), MAYOR RYDER, COUNCILMEMBER GREENSTEIN

STAFF PRESENT: SCOTT SPENCE, SHANNON KELLEY-FONG, RICK WALK, PERI EDMONDS, ELISSA FONTAINE, KELLY ADAMS, WESLEY NGUYEN, BRANDON CARTER

The Food Truck Status Update was moved from the Finance & Economic Development Committee meeting and placed on this agenda.

ACTION: APPROVE THE AMENDED GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE AGENDA

MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBER GREENSTEIN AND MAYOR RYDER

FOOD TRUCK STATUS UPDATE

STAFF: WESLEY NGUYEN, ECONOMIC DEVELOPMENT COORDINATOR

ACTION: INFORMATION ONLY

The concept of food trucks in the Depot District Subarea date back to a 2012 City Council Retreat. The Community & Economic Development Department prepared the Depot District Subarea concept in 2013, while providing updates to the Planning Commission, and completed the Depot District Subarea Plan in August 2018.

The Depot Plaza Concept was introduced to the Finance & Economic Development Committee in February 2021. A pilot food truck court was proposed on the graveled parcel adjacent to the Lacey Depot, allowing the City to quickly accommodate food trucks with minimal site improvements and cost.

The food trucks were launched on April 30, 2021. AA schedule of Wednesday through Friday during lunch on a rotating schedule was developed. Later, a pop-up market and live music were added and include three vendors for home-based goods, and two fresh produce vendors. The addition was found to create a peak flow of customers. Seven total food trucks operate on rotation at the Depot.

The food trucks offer a wide variety of food, and a variety of ownerships, including Woman-Owned, Veteran-Owned, and Minority-Owned, among others. Conservative estimates reported by vendors indicate 30 sales per lunch in June and 25 in July.

Current ideas to enhance success include:

- Collaborate with the Parks, Culture, & Recreation Department to plan events and activities at the Depot.
- Partner with local associations such as car clubs.
- Encourage local vendors to formalize a working grassroots committee to organize and operate the market in the 2022 season

PUBLIC RECORDS ACTIVITY REPORT

STAFF: PERI EDMONDS, CITY CLERK
ELISSA FONTAINE, DEPUTY CITY CLERK
ACTION: INFORMATION ONLY

In 2017, Government agencies were required to report to the Joint Legislative Audit Review Committee (JLARC) on 18 different public records metrics. The state legislature later amended this requirement, reducing it to 15.

The City has successfully reported to JLARC on their 2020 public records data. Some of the highlights include:

- 2,315 public records requests received
- 73% fulfilled electronically
- 22% were closed with no responsive records
- 81% were closed within 5 business days

The City spent an estimated \$444,011 responding to public records requests in 2020.

In 2021, the City has received 1,224 public records requests from January 1 – June 30. It is estimated a total of 2,448 will be received by year-end.

The most commonly requested records include:

- City – Emails/correspondence, building plans/permits, code violations
- Police – Collision/accident reports, investigation reports, arrest records
- Joint Animal Services – Complaints/investigations reports, JASCOM meeting minutes, adoption records

The City was subject to one Public Records Act lawsuit, filed in 2020. The court determined a total penalty of \$2,725. The court did determine that the City responded timely, was properly trained and supervised, was not dishonest, had no bad faith, but that the subject of the records had significant public interest. The court has not yet determined how much attorney fees are owed.

Due to Covid-19, Proclamations by the Governor suspended certain provisions suspending PRA and OPMA provisions related to in-person contact, and suspending public agencies from disclosure of identified contact tracing records containing personal information.

BOARDS AND COMMISSIONS STANDARDS, PROTOCOLS, AND GROUND RULES HANDBOOK UPDATE

STAFF: KELLY ADAMS, MANAGEMENT ANALYST

ACTION: MOTION TO RECOMMEND TO FULL COUNCIL THE ADOPTION OF THE BOARDS AND COMMISSIONS STANDARDS, PROTOCOLS, AND GROUND RULES HANDBOOK UPDATE

MOTION: MOTION MADE AND SECONDED BY MAYOR RYDER AND COUNCILMEMBER GREENSTEIN

On February 12, 2015, the Lacey City Council adopted the Boards and Commissions Handbook to ensure that appointed representatives from the community operate with the same standards and protocols adopted and used by the Lacey City Council.

A review of the Handbook is performed by the General Government Committee as needed, with the last update to the Boards and Commissions Handbook occurring on March 8, 2018. Significant changes have taken place since the last update, including the creation of the Commission on Equity and the Lacey Youth Council.

To increase readability, accessibility (consistent formatting and organization), inclusivity, and to incorporate new advisory bodies and specific guidance from existing bodies, staff recommends that the City Council adopt the updated Handbook provided. This includes the addition of an appendices section which contains guidance specific to the Planning Commission, Historical Commission, Board of Parks Commissioners, and Lacey Library Board.

CITY WEBSITE UPDATE

STAFF: SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER

ACTION: INFORMATION ONLY

Assistant City Manager Shannon Kelley-Fong provided the Committee with an update regarding the City Website Update. Brewhouse media is assisting the City with the new updated website design.

To increase the accessibility of the website for the community, accessibility tools were incorporated into the website, including additional languages, text sizes, spacing, and color contrasts.

Staff anticipate completion of the new website by the end of the year.