



CITY COUNCIL
ANDY RYDER
Mayor

CYNTHIA PRATT
Deputy Mayor

LENNY GREENSTEIN
MICHAEL STEADMAN
CAROLYN COX
ED KUNKEL
MALCOLM MILLER

CITY MANAGER
SCOTT SPENCE

LACEY CITY COUNCIL AGENDA
OCTOBER 21, 2021
4:00 P.M.
REMOTE ATTENDANCE

The Lacey City Council meeting will be conducted remotely, not in-person. You may view the Council meeting by watching live using one of following platforms: [Live Meetings](#), [YouTube](#), [Facebook](#), Thurston Community Media, Channel 3 with your local cable provider, or Zoom: https://us02web.zoom.us/webinar/register/WN_eolF3HelRtW8N6-dMmDmXg

The public may listen to the meeting via telephone by dialing toll-free: **(888) 788-0099** or **(877) 853-5247** - when prompted enter Webinar ID **876 1765 5763**

CALL TO ORDER:

1. **PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA & CONSENT AGENDA ITEMS:***
 - A. [Council Meeting minutes of October 7, 2021](#)
 - B. [A motion to approve payment of claims, wages, and transfers for October 1, 2021, through October 13, 2021](#)

**Items listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

3. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:****

****VERBAL PUBLIC COMMENT**

Persons wishing to provide verbal public comment on items NOT on the agenda must preregister to speak at https://us02web.zoom.us/webinar/register/WN_eolF3HelRtW8N6-dMmDmXg. Instructions and access details will be provided once registration is complete. Registration for verbal public comment closes at 3:00 p.m. on October 21, 2021.

****WRITTEN PUBLIC COMMENT**

Public comments may also be submitted by email to publiccomment@ci.lacey.wa.us. 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. The commenting period will close at 12:00 p.m. on October 21, 2021.

4. **MAYOR'S REPORT:**
5. **CITY MANAGER'S REPORT:**
 - A. 2022 Budget Presentation (Scott Spence)
6. **ADJOURN**

MINUTES OF A REGULAR MEETING OF THE
LACEY CITY COUNCIL HELD THURSDAY,
OCTOBER 7, 2021, REMOTE ATTENDANCE

CALL TO ORDER: Mayor Ryder called the meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE: Mayor Ryder led the Pledge of Allegiance.

COUNCIL PRESENT: A. Ryder, C. Pratt, C. Cox, E. Kunkel, M. Miller

COUNCIL EXCUSED: L. Greenstein, M. Steadman

STAFF PRESENT: S. Spence, R. Almada, J. Burbidge, S. Egger, M. Hardie, S. Kelley-Fong, D. Schneider, R. Walk, T. Woo, E. Fontaine

Mayor Ryder requested amending the agenda to remove the Transportation Standing Committee agenda item, as it was presented at a previous meeting.

APPROVAL OF AGENDA
AND CONSENT AGENDA:

Consent Agenda Items:

- A. Council Worksession minutes of September 9, 2021.
- B. Council meeting minutes of September 16, 2021.
- C. Council Worksession minutes of September 23, 2021.
- D. A motion to approve payment of claims, wages and transfers for September 4, 2021, through September 30, 2021.
- E. Approval of Final Plat of Nisqually Place, Project #14-47

COUNCILMEMBER MILLER MOVED TO APPROVE THE AMENDED AGENDA AND CONSENT AGENDA. COUNCILMEMBER COX SECONDED. MOTION CARRIED.

PUBLIC RECOGNITIONS AND PRESENTATIONS:

Lacey Youth Council Mayor Justin Begley provided the following list of priorities identified as the major issues within the community:

- Climate Change
- Litter
- Homelessness

PUBLIC COMMENT:

Persons wishing to provide public comment on items not on the agenda must pre-register to speak. Registration closed at 3:00 p.m. today.

No members of the public registered to speak.

Public comments may also be submitted by email by 12:00 p.m. today. Comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the meeting; however, comments received will be added to the official record.

Eight (8) written public comments were received and made part of the official record.

RESOLUTIONS:

Kelly Adams, Management Analyst, presented Resolution 1108, which approves updates to the Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions.

On February 12, 2015, the Lacey City Council adopted the Standards, Protocols, and Ground Rules Handbook for Lacey 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 in their own Policies and Procedures Manual

A review of the Handbook is performed by the General Government & Public Safety Committee as needed. The last update to the Boards and Commissions Handbook occurred 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. Staff presented the draft update to the General Government & Public Safety Committee on August 24, 2021. The Committee approved the draft updates and recommended review by the full City 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. The updates include supporting guidance and background documents specific to the Planning Commission, Historical Commission, Board of Parks Commissioners, and Lacey Library Board.

DEPUTY MAYOR PRATT MOVED TO APPROVE RESOLUTION 1108, UPDATING THE STANDARDS, PROTOCOLS, AND GROUND RULES HANDBOOK FOR LACEY BOARDS AND COMMISSIONS. COUNCILMEMBER KUNKEL SECONDED. MOTION CARRIED.

MAYOR'S REPORT:

Mayor Ryder recommended Kamber Good and Wendy Goodwin to the Board of Park Commissioners

MAYOR RYDER MOVED TO APPOINT KAMBER GOOD AND WENDY GOODWIN TO THE BOARD OF PARK COMMISSIONERS. COUNCILMEMBER COX SECONDED. MOTION CARRIED.

BOARDS & COMMISSIONS:

Mayors' Forum

Mayor Ryder reported the group met on October 1, 2021, and discussed the following:

- Home Fund
- Upcoming Mayor Retirement Celebration

Transportation Policy Board

Mayor Ryder reported the Board will meet October 8, 2021.

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Deputy Mayor Pratt reported on several items:

- Thurston County Humane Society Representative Retirement
- 2022 Jurisdictional Assessments
- Subaru Loves Event Participation and Donations occurring for the month of October
- RFP for Plumbing Repairs
- Position Recruitments
- Veterinarian Board Position

Intercity Transit

Councilmember Cox reported on the following items:

- Upcoming Public Hearings on 2022 Budget
- Upcoming Public Hearings on 2022-2027 Strategic Plan
- Vehicle Surplus
- Community Advisory Committee Recruitment

Regional Housing Council

Councilmember Cox reported on the following items:

- Temporary Shelter Funding
- State funding and hotel stays for unhoused
- Carpenter Roadside RV Park

Staff advised that Thurston County is scheduled to host a virtual Town Hall meeting at 5:30 p.m. on

October 14, 2021, regarding the Carpenter Roadside RV Park. The Lacey Council Worksession also occurs on October 14, 2021, where Council is scheduled to review a draft letter, addressed to Thurston County Board of County Commissioners, in response to the proposed safe parking plan at 720 Carpenter Road NE.

Lodging Tax Advisory Committee (LTAC)

Councilmember Miller reported funding was approved for the majority of all applicants. Two applications are pending further clarification.

Thurston Regional Planning Council

Councilmember Miller reported on discussions for electric vehicle usage and infrastructure.

Economic Development Council

Councilmember Kunkel reported on the following:

- Annual Audit Update
- Future Board Retreat
- Lacey Makerspace Federal Grant

Lacey South Sound Chamber

Councilmember Kunkel reported the board met on October 6, 2021, and received Lacey City Council candidate introductions.

Solid Waste Advisory Committee

Councilmember Kunkel reported the Committee met on October 6, 2021 and discussed the statewide plastic ban and ratified their updated bylaws.

Mayor Ryder adjourned to a Worksession at 4:26 p.m. for the 2022 Budget Workshop.

WORKSESSION

2022 BUDGET WORKSHOP

Troy Woo, Finance Director, discussed the following information in detail, as a part of the Budget Workshop to Council:

- 2022 Revenue Assumptions
- 2022 Expenditure Assumptions
- Major Budget Initiatives
- Workforce Considerations
- 2022 Budget Summary
- City Council Direction
- 2022 Budget Schedule

Staff requested Council guidance on the following proposed budget directions:

Proposed Public Safety Workforce Enhancement

- Two Community Service Officers
- Convert one of three Succession Planning Police Officers to a Special Operations Sergeant (*funding reserves*)
- Dedicated IS Specialist (*Body Worn Camera Program*)
- Records Specialist (*Body Worn Camera Program*)

Other Workforce Enhancements

- General Fund
 - o Grant Administrator
 - o Civil Engineer (*Stormwater Programs*)
- Utilities
 - o Control Technician (*Water Dept. Electrician*)
 - o Journey Level Maintenance Technician (*Wastewater M&O*)

Council expressed support in the proposed workforce enhancements as presented.

Adopt Multi-Year Water, Wastewater, and Stormwater Rate Increases

- Water Rate Increase (2022 – 2027) = 5.25%
- Wastewater Rate Increase (2022 - 2027) = 9.50%
- Stormwater Rate Increase (2022 – 2025) = 4.50%

Mayor Ryder expressed concern on providing direction without the full Council present. Council directed staff to present the multi-year rate increases to full Council at the Revenue Hearing, scheduled for November 4, 2021.

Council expressed support of the proposed rate increases for the year 2022, with discussion to follow for future years.

Exercise City Council authority to increase property taxes by 1.0%

- \$75,883
- Equal to 1.0 cent per \$1,000 of assessed value
- Inflation
 - o Mid-year CPI = 3.29%
 - o Implicit Price Deflator = 3.86%
- Fire Safety Bonds reduction to overall property tax
 - o \$23 reduction on typical Lacey home

Council expressed support in the proposed increase in property tax by 1.0%.

Next Steps

- October 21 City Council Meeting
 - City Manager Budget Presentation
- November 4 City Council Meeting
 - Public Hearing on 2022 Revenue Sources
 - Public Hearing on 2022 Budget
- November 18 City Council Meeting
 - Final 2022 Budget Public Hearing
 - Adopt Property Tax Ordinance
 - Adopt Utility Rate Ordinance
- December 2 City Council Meeting
 - Adopt 2022 Budget Ordinance

Mayor Ryder adjourned the meeting at 6:19 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____



LACEY CITY COUNCIL MEETING

October 21, 2021

SUBJECT: Disbursement Approval

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

STAFF CONTACT: Troy Woo, Finance Director 

ORIGINATED BY: Troy Woo, Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 10/1/2021 through 10/13/2021. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	10/1/2021	258567	258658	264,928.37
	10/8/2021	258895	259121	111,698.13

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	10/1/2021	201,447.70
	10/4/2021	23,887.19
	10/5/2021	13,089.05
	10/5/2021	5,500.10
	10/6/2021	359.00
	10/8/2021	425,135.59
	10/8/2021	255.00
	10/8/2021	60.05
	10/11/2021	131.10
	10/12/2021	111.00
	10/12/2021	539.79

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
MurraySmith, Inc.	\$ 108,696.46	Water/Sewer Project Design
PumpTech Inc.	\$ 70,307.98	Water Source 21 Rehabilitation
Lakeside Industries	\$ 85,234.63	2021 Overlay
Northwest Land & Water	\$ 160,230.23	Well 19 Rehabilitation