



CITY COUNCIL

ANDY RYDER

Mayor

MALCOLM MILLER

Deputy Mayor

LENNY GREENSTEIN

MICHAEL STEADMAN

CAROLYN COX

ED KUNKEL

ROBIN VAZQUEZ

CITY MANAGER

SCOTT SPENCE

LACEY CITY COUNCIL AGENDA OCTOBER 20, 2022 6:00 P.M. REMOTE AND IN-PERSON ATTENDANCE

The Lacey City Council meeting will be conducted both remote and in person.

The public may attend the meeting in person in the Council Chambers at Lacey City Hall, 420 College Street SE, Lacey, Washington, or you may view or listen to the meeting by using one of the 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_uv35OuxoR3W4dB8pyjyRgg

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 836 2244 8233

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS*
 - A. [Council Worksession minutes of September 22, 2022](#)
 - B. [Council meeting minutes of October 6, 2022](#)
 - C. [A motion to approve payment of claims, wages, and transfers for September 29, 2022 through October 12, 2022.](#)

**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 RECOGNITIONS AND PRESENTATIONS:

- A. Lacey Youth Council Report (Youth Mayor Justin Begley and Youth Councilmembers Keegan Boldt, Nathan Miller, and Sarah Towne)

4. PUBLIC COMMENT:

VERBAL PUBLIC COMMENT

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.

By Zoom: Preregister using the following Zoom link no later than 4:00 p.m. on October 20, 2022:

https://us02web.zoom.us/webinar/register/WN_uv35OuxoR3W4dB8pyjyRgg. Instructions and access details will be provided once registration is complete.

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 4:00 p.m. on October 20, 2022.

5. CITY MANAGER'S REPORT:

- A. 2023 Budget Presentation (*Scott Spence, City Manager*)

6. BOARDS, COMMISSIONS AND COMMITTEE REPORTS:

A. Mayor Andy Ryder:

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

B. Deputy Mayor Malcolm Miller:

1. Economic Development Council (CDC)
2. Lodging Tax Advisory Committee (LTAC)
3. Thurston County Coalition Against Trafficking (TCCAT)
4. Thurston Thrives

C. Councilmember Carolyn Cox:

1. Climate Action Steering Committee
2. LOTT Clean Water Alliance
3. Regional Housing Council

D. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
2. TCOMM911

E. Councilmember Michael Steadman:

1. Community Action Council
2. Nisqually River Council
3. Thurston County Law & Justice Council

F. Councilmember Ed Kunkel:

1. Joint Animal Services Commission (JASCOM)
2. Lacey South Sound Chamber
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
4. Solid Waste Advisory Committee (SWAC)

G. Councilmember Robin Vazquez:

1. Intercity Transit Authority
2. Olympic Region Clean Air Agency (ORCAA)
3. Thurston Regional Planning Council (TRPC)
4. Thurston County Board of Health

7. ADJOURN

MINUTES OF THE LACEY CITY COUNCIL WORKSESSION

THURSDAY, SEPTEMBER 22, 2022

6:00 P.M. – 7:18 P.M.

REMOTE AND IN-PERSON

To hear the full discussion of a specific topic, or the complete meeting, watch the recorded meeting available on YouTube – <https://www.youtube.com/watch?v=t0Xo7Ljs-Ks&list=PL0fgffnajtWBqkRa1WltEuNIBbJrDieggp&index=1>

COUNCIL PRESENT: MAYOR RYDER, DEPUTY MAYOR MILLER, COUNCILMEMBERS COX, GREENSTEIN, STEADMAN (REMOTE), AND VAZQUEZ

COUNCIL EXCUSED: COUNCILMEMBERS GREENSTEIN AND KUNKEL

STAFF PRESENT: S. SPENCE, S. KELLEY-FONG, D. SCHNEIDER, R. WALK, R. ANDREWS, J. BAUERSFELD, S. HOCK, E. FONTAINE

ACTION: APPROVE WORKSESSION AGENDA

MOTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBERS COX AND VAZQUEZ

LACEY NEIGHBORHOOD ASSOCIATION GRANT PROGRAM UPDATE

STAFF: JENNY BAUERSFELD, COMMUNITY RELATIONS SPECIALIST

ACTION: INFORMATION ONLY

In 2017, the Lacey City Council (Council) approved a \$25,000 budget for the Lacey Neighborhood Grant Program (LNGP), to encourage neighborhood activities that foster community pride, engage community members, and beautify the City.

The community had a positive response to the LNGP and interest quickly grew. In response to this success, in 2019 the Council approved a program budget increase to \$60,000. The current LNGP budget remains the same at \$60,000.

The grant program has proven to be a successful and valued program in Lacey. At the Community Relations & Public Affairs Committee meeting on February 7, 2022, Councilmembers expressed interest in expanding the program to include informal neighborhood groups located in Lacey city limits. In addition, the program could also introduce some new project categories, such as:

- Neighborhood Art & Monument structures
- Expand National Night Out Events
- Encourage Community Emergency Response Team (CERT) organization
- Educate neighborhoods on xeriscaping and irrigation rebate programs for water saving efforts

Based on past Council guidance, staff will update the 2023 Grant Program Overview & Guidelines to include informal neighborhoods within the City, as well as expand grant categories.

Council inquired about a budget update, in order to increase the \$60,000 limit. Staff advised that a budget amendment could be brought back to Council if a need is identified.

COMMUNITY CAT PROGRAM

STAFF: SARAH HOCK, EXECUTIVE DIRECTOR, JOINT ANIMAL SERVICES

ACTION: INFORMATION ONLY

The Joint Animal Services Commission (JASCOM) recommends updating definitions and language in the Lacey Municipal Code to support a new, lifesaving cat program at Joint Animal Services (JAS), called the Community Cat Program (CCP).

With this program, staff will proactively work to educate the public regarding humane and responsible co-existence and care of pet and community cats, to include:

- Education on the benefits and resources for spay/neuter and vaccination;
- Responsible feeding and management practices for those choosing to care for community cats; and
- Effective methods to humanely deter and exclude animals from homes, structures, and targeted areas.

JAS will be partnering with Best Friends Animal Society (Best Friends) on the implementation of the CCP across all jurisdictions in Thurston County. Specifically, Best Friends will be supporting JAS with funding and training for this program.

Highlights of the CCP include:

- Limits cat overpopulation over time.
- They're humane. CCP saves the lives of cats that would otherwise be euthanized.

- Reduce nuisance complaints by eliminating behaviors caused by un-altered cats.
- Reduce the burden on shelters and animal control agencies both in cost and labor to care for the animals.
- They have public support. [Research by Alley Cat Allies](#) on the humane treatment of community cats found that 80% of Americans support allowing community cats to live out their lives rather than being trapped and killed.

JASCOM recommends updating definitions and language to the City of Lacey municipal code to support a new, lifesaving cat program at Joint Animal Services (JAS), called the Community Cat Program (CCP). The following changes (in red) are being requested by JASCOM and JAS to aid in this life-saving program.

Definitions additions:

7.04.030 Definitions.

***Community cat** means any free roaming cat that may be cared for by one or more residents in the area, known or unknown. Community cats with ears-tipped were sterilized and vaccinated against rabies at least one time. Community cats are not considered pet animals.*

***Community cat caregiver** means a person who provides care to a community cat in the form of food, water, shelter and veterinary care, while not being considered the owner, custodian, harbinger, possessor, or keeper of a community cat.*

Language changes:

7.04.040 Licensing and registration requirements.

A. Failure to License ~~a Dog or Cat~~ *a pet animal*. Except as otherwise provided in this chapter, it is unlawful for any person to own, keep or have control of any dog or cat *considered a pet animal* in the city of Lacey unless the person has procured a license. Failure to license a pet animal is a civil infraction. If a person is charged with a violation, the person shall not be determined to have committed an infraction if the person produces within fourteen days of the date of issuance proof of licensing or registering of the subject dog or cat under this subsection to either the court clerk or Lacey violations bureau. The court or violations bureau at the direction of the court may assess court administrative costs of \$25.00 at the time of dismissal.

Council expressed support for the recommended changes. The changes will be presented to the full Council for action at a future regular meeting.

REGIONAL HOUSING COUNCIL STATUS UPDATE

STAFF: RICK WALK, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

ACTION: INFORMATION ONLY

Over the last several months, the Regional Housing Council (RHC) has been deliberating a new governance structure.

Rick Walk, Community & Economic Development Director, reviewed the proposed interim structure. The interim structure is intended to be in place until an independent structure can be created. The proposed funding and policy cycles were also highlighted in detail. Further discussions are pending on voting and non-voting memberships. A majority of Council expressed support in recommendation of a non-voting member, unless proper ethical protocols are in place.

Staff advised the City will need to memorialize a new Intergovernmental Agreement if the RHC adopts a change in the governance structure. Final conversations are expected to occur within the next 1-2 months.



**MINUTES OF A REGULAR MEETING OF THE
LACEY CITY COUNCIL
THURSDAY, OCTOBER 6, 2022,
IN PERSON AND REMOTE ATTENDANCE**

To hear Council's full discussion of a specific topic, or the complete meeting, watch the video-stream available on YouTube – <https://youtu.be/ljU63eiObbw>

CALL TO ORDER

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

1. PLEDGE OF ALLEGIANCE

Mayor Ryder led the Pledge of Allegiance.

Council Present:

Mayor Andy Ryder
Deputy Mayor Malcolm Miller
Councilmember Carolyn Cox
Councilmember Lenny Greenstein (*remote*)
Councilmember Ed Kunkel
Councilmember Robin Vazquez

Council Excused:

Councilmember Michael Steadman

Staff Present:

Scott Spence, City Manager
Robert Almada, Chief of Police (*remote*)
Robert Hollis, Deputy Chief of Police
Leialani Jensen, Acting Human Resources Director
Shannon Kelley-Fong, Assistant City Manager
Dave Schneider, City Attorney (*remote*)
Rick Walk, Community & Economic Development Director
Troy Woo, Finance Director
Peri Edmonds, City Clerk

2. APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda Items:

- A. Council Worksession minutes of August 25, 2022.
- B. Council Meeting minutes of September 8, 2022.
- C. A motion to approve payment of claims, wages and transfers for September 8 through September 28, 2022.

COUNCILMEMBER KUNKEL MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. COUNCILMEMBER VAZQUEZ SECONDED. MOTION CARRIED.

3. PUBLIC RECOGNITIONS AND PRESENTATIONS

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Verbal Public Comments:

Virtual - The deadline to pre-register to speak was 4:00 p.m. the day of the meeting.

Three (3) people signed up to speak via Zoom; 2 of the 3 people were available to speak:

Meaghan Hall, employed in Lacey for 21 years, spoke against the Chic-fil-a sponsorship of the Children's Day event and other events in Lacey this year. She also stated she was representing on behalf of the personal views and feelings of Carrie Martin, Reyna Cedor, Naomi Bell, Sarah Glazer, and Diane Fralick.

Anna Schlect, an Olympia resident, spoke against the City of Lacey's partnership with Chic-fil-a and their sponsorship of the Children's Day event.

Jane Tovar – not in attendance and available to speak.

In Person – three (3) members of the public signed up to speak at the meeting.

Dana McCormick, a Lacey resident, spoke against the Chic-fil-a sponsorship of the Children's Day event and other events in Lacey.

Linsey Fields, a City of Lacey employee, shared concerns about their experience during the first few months of employment and public comments made by a City employee at a recent Council meeting regarding the Flag Policy.

David Butler, a Lacey resident and City of Lacey employee, spoke in support of the recently approved Flag Policy and respectfully disagreed with the recent public comments opposing flying the Pride Flag and comments made by some of the Council.

Mayor Ryder noted the situation presented by Linsey Fields is a Human Resources related item that the City Manager will follow through on.

Mayor Ryder stated the subject of sponsorships has been referred to the Board of Parks Commissioners and Commission on Equity for review.

Written Public Comments: The deadline to submit written public comments was 4:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record.

No written public comments were received.

5. PUBLIC HEARING

6. PROCLAMATIONS

- A. **Walk to School Month Proclamation:** Mayor Ryder and Council proclaimed October as Walk to School Month. Deb Clemens, North Thurston Public Schools Superintendent, and Kerri Wilson, Intercity Transit Walk N Roll Program Supervisor and Employee Transportation Coordinator, accepted the proclamation and thanked Council for their support.

7. REFERRAL FROM PLANNING COMMISSION

8. REFERRAL FROM HEARINGS EXAMINER

9. RESOLUTIONS

- A. **Resolution 1121 – Credit Card Policy:** Troy Woo, Finance Director, presented Resolution 1121 amending the system and policies relating to the use of credit cards by the City. The last update occurred in 2020.

DEPUTY MAYOR MILLER MOVED TO APPROVE RESOLUTION 1121 AMENDING THE SYSTEM AND POLICIES RELATING TO THE USE OF CREDIT CARDS BY THE CITY. COUNCILMEMBER COX SECONDED. MOTION CARRIED.

10. ORDINANCES

11. MAYOR'S REPORT

12. CITY MANAGER'S REPORT

Scott Spence, City Manager, announced he has accepted an offer of employment with the City of Astoria, Oregon. He will continue at the City until the 2023 budget process has finished, which will be close to the end of 2022.

13. STANDING COMMITTEES

A. Transportation Committee

Deputy Mayor Miller reported on the September 6, 2022, meeting.

14. OTHER BUSINESS

15. BOARDS, COMMISSIONS AND COMMITTEE REPORTS

Council agreed to delay their Boards and Commissions reports until the next Council meeting.

A. Mayor Ryder

1. Mayor's Forum – **no report**
2. Thurston Chamber Shared Legislative Committee – **no report**
3. Transportation Policy Board – **no report**

B. Deputy Mayor Miller

1. Economic Development Council (EDC) – **no report**
2. Lodging Tax Advisory Committee (LTAC) – **no report**
3. Thurston County Coalition Against Trafficking (TCCAT) – **no report**
4. Thurston Thrives – **no report**

C. Councilmember Cox

1. Climate Mitigation Steering Committee – **no report**
2. LOTT Clean Water Alliance – **no report**
3. Regional Housing Council – **no report**

D. Councilmember Greenstein

1. Emergency Medical Services (EMS) – **no report**
2. TCOMM911 – **no report**

E. Councilmember Steadman

1. Community Action Council – **no report**
2. Nisqually River Council – **no report**
3. Thurston County Law & Justice – **no report**

F. Councilmember Kunkel

1. Joint Animal Services Commission (JASCOM) – **no report**
2. Lacey South Sound Chamber – **no report**
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB) – **no report**
4. Solid Waste Advisory Committee (SWAC) – **no report**

G. Councilmember Vazquez

1. Intercity Transit – **no report**
2. Olympic Region Clean Air Agency – **no report**
3. Thurston Regional Planning Council – **no report**
4. Thurston County Board of Health – **no report**

Mayor Ryder adjourned the Council meeting at 6:34 p.m. for a 6-minute break and convened to a Worksession at 6:40 p.m.

16. ADJOURN TO WORKSESSION

- A. **2023 Budget Workshop:** Scott Spence, City Manager, and Troy Woo, Finance Director, presented the 2023 Budget workshop. The purpose is to get final direction from Council on major topics throughout the budget.

Highlights of the Proposed 2023 Budget included the following:

- 2023 Revenue Assumption
- 2023 Expenditure Assumptions
- Major Budget Initiatives
- Workforce Considerations
- Police Station Financing Option
- 2023 Budget Summary
- 2023 Budget Schedule

Staff requested Council guidance on the following proposed budget direction:

Proposed Public Safety Workforce Enhancement

- Lieutenants (2)
- Detective

Other Workforce Enhancements

- Social Services Coordinator
- Diversity, Equity, and Inclusion (DEI) Coordinator
- Climate/Sustainability Coordinator
- Housing Coordinator
- Parks Comprehensive Planner/Coordinator

Exercise City Council Authority to Increase Property Taxes by 1.0%

- \$80,466
- Equal to less than 1.0 cent per \$1,000 of assessed value
- Inflation
 - o Mid-year CPI = 8.59%
 - o Implicit Price Deflator = 6.457%

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

- Water Rate Increase (2023 – 2027) = 5.25%
- Wastewater Rate Increase (2023 - 2027) = 9.50%
- Stormwater Rate Increase (2023 – 2025) = 4.50%

Police Station Financing Options

Several police station funding options were discussed, including Gateway funds, Real Estate Excise Tax, reserves, and ARPA funds.

Council was in support of the recommended workforce considerations, single-year water, wastewater, and stormwater rate increases, and the 1.0% property tax increase.

There was Council consensus to gather additional information from Thurston County on their new proposal for ARPA funds before Council provides direction regarding the police station financing.

2023 Budget - Next Steps

October 20 City Council Meeting

- City Manager Budget Presentation

November 3 City Council Meeting

- 2023 Revenue Sources Public Hearing

November 17 City Council Meeting

- 2023 Budget Public Hearing
- Adopt Property Tax Ordinance
- Adopt Utility Rate Ordinances

December 1 City Council Meeting

- Final Budget Public Hearing

December 15 City Council Meeting

- Adopt 2023 Budget Ordinance

Mayor Ryder adjourned the Worksession at 8:11 p.m.

MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____



LACEY CITY COUNCIL MEETING

October 20, 2022

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 9/29/2022 through 10/12/2022. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	9/30/2022	265744	265964	443,048.13
	*9/30/2022	265965	265969	2,159.13
	10/7/2022	265970	266133	289,054.37

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	9/21/2022	8,877.72
	9/29/2022	61,859.71
	*9/30/2022	18,008.58
	*9/30/2022	1,517,625.74
	9/30/2022	315,303.08
	10/7/2022	216,637.96
	10/10/2022	15,320.50

Payroll:	<u>Month Ended:</u>	<u>Wages</u>
	*9/30/2022	1,688,162.41

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

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Help/Systems, Inc.	\$ 65,968.28	Sequel Software
MurraySmith, Inc.	\$ 52,393.49	PH Treat.,T. Cargil Resvr., Liftstations
Puget Sound Energy	\$ 81,555.86	Utilities
Superion, LLC	\$ 146,692.70	Annual ERP Software Maintenance
IVOXY Consulting, Inc.	\$ 168,798.84	Rubrik Appliance (Data Backup)
P2S, Inc.	\$ 67,855.26	Arc Flash Hazard Assessment