

BOARD OF PARK COMMISSIONERS AGENDA

Wednesday, February 1, 2023 5:30pm

Hybrid via Zoom & City Hall

The Park Board meeting will be conducted both remotely and in-person. The public may attend the meeting in-person in the Council Chambers at Lacey City Hall located at 420 College St SE.

The public may register to view the meeting by using the following link:

https://us02web.zoom.us/webinar/register/WN_I7cVCQIOQa-F_vmbGb0Rig

There will be an option for the public to indicate if they wish to speak during the public comment portion of the agenda. After registering, they will receive a confirmation email containing information about joining the webinar.

YouTube: https://youtu.be/_Rc-DJ7qy74

The public may listen to the meeting via telephone by dialing toll-free: **(888) 788-0099**. When prompted enter Webinar ID

press # (participant ID not required) 827 3985 5288

Public comments may be submitted at <https://laceyparks.org/about/board/> up to two hours prior to the start of the meeting. These will be sent to Commissioners prior to the meeting, but will not be read during the meeting.

Emailed correspondence that is received throughout the month will be included in the next available Park Board packet under Correspondence.

1. Call meeting to order
2. Addition or deletions to the agenda **(Action)**
3. Introductions & Announcements
4. Approval/Correction of January meeting minutes **(Action)**
5. Correspondence
 - a) Greg Cuoio Park Property
 - b) Regional Athletic Complex
 - c) Sponsorship Policy
 - d) Skate Park
6. Public Comment
7. Old Business
 - a) Mullen Road adjacent property donation updated letter **(Action)**
 - b) Board of Park Commissioners Name Change Update
 - c) Wildlife Information Project Update **(Action)**
8. New Business
 - a) Scholarship Program Analysis 2021-2022
 - b) Joint Parks Board/City Council Worksession - March 23, 2023

9. Director's Report

- a) Staff Presentation – None
- b) Sports Commission – None
- c) Programs & Special Events
- d) Construction Project Updates
- e) Planning
- f) Grants & Budget
- g) Volunteers
- h) Miscellaneous

10. Commissioner's Report

11. Chair's Report

12. Adjourn

BOARD OF PARK COMMISSIONERS MINUTES
Wednesday, January 4, 2023 5:30pm, via Zoom & City Hall

Present:

Kamber Good, Wendy Goodwin, Gary Larson, Sarah Towne, and Aram Wheeler.

Excused:

Staff: Jen Burbidge, Sarah Smith, Sue Falash and Jenny Bauersfeld.

The meeting was called to order at 5:30 pm, by Chair, Wendy Goodwin.

Additions or deletions to the Agenda

Chair Goodwin made a motion to move Item 8 New Business before Item 7 Old Business and approve the agenda as amended. Vice Chair Good seconded. Motion carried.

Announcements & Introductions

- Chair Goodwin introduced the Commissioners and Staff.
- Chair Goodwin announced the City Council honoring the passing of Commissioner Weber and invited Commissioners to speak and/or attend the January 16 City Council meeting.
- Ms. Burbidge announced the proposed change of the Board of Park Commissioners name to Parks, Culture and Recreation Board is also on the January 16 City Council meeting agenda, along with a proclamation supporting Jonathan Stewart (local football legend) and the Lacey Loves to Read event.
- Ms. Burbidge reminded of the upcoming January 25 joint meeting of Parks Board and Commission on Equity to follow up on the Sponsorship Policy.
- Ms Burbidge announced the City Clerk's office is recruiting for the three vacant Parks Board positions but if commissioners know of anyone within Lacey's City limit who might be interested to have them apply.

Minutes

Chair Goodwin made a motion to approve the December minutes, and Commissioner Larson seconded. Motion carried.

Correspondence

Chair Goodwin confirmed Commissioners reviewed the correspondence and no further discussion was requested.

Citizen/Public Comments on Items not on the Agenda

None

New Business

- a) Compassionate Community Presentation. – Jenny Bauersfeld gave a presentation to the Board about the Compassionate Community initiative including details of the project's history, mission, and current work. Commissioners discussed how the initiative could connect to their work.
- b) 2023 Parks Board Commissioner Directory. – Commissioners reviewed the directory and provided feedback. An updated copy will be sent to all Commissioners.
- c) Wildlife Information Project Update. – Chair Goodwin provided an update to the Board. Commissioners gave feedback and suggestions for focus areas. Chair Goodwin advised the process is ongoing and awaiting a timeline. Ms. Burbidge provided additional partnerships to pursue.

Old Business

- a) Greg Cuoio Park Phase 1A Update. – Ms. Burbidge reported she gave an update to City Council at their December 8, 2022 worksession with a main purpose of reporting we are on track with both budget and timeline.
- b) Young Child and Families Center of Lacey Update. – Ms. Burbidge reported the partners (school district, City, and YMCA) met December 13 to review the potential timeline and funding sources for the project and discuss significantly reducing the legislative ask for better chance of receiving funding. She also reported the partners met the Garrison Commander on base at JBLM on November 29.
- c) LPCR Comprehensive Plan Draft. - Ms. Burbidge reviewed the first draft with the Board including tracked changes from the 2017 plan. Commissioners provided feedback to staff. Another draft will be made available to the Park Board with suggested changes.

Director's Report

- a) Staff Presentation - None
- b) Sports Commission update - Sue Falash reported on the RAC economic impact numbers for 2022.
- c) Programs & Special Events – Sue Falash reported on program registration figures and recent event statistics. Ms. Falash reported on newsletter and mailing list figures for the year.
- d) Construction Updates
- e) Planning
- f) Grants & Budgets
- g) Volunteers
- h) Miscellaneous. – Ms. Burbidge reported
 - New Museum Coordinator starts January 10, 2023.
 - Scott Spence's last day was December 15, 2022. City Council has hired a firm to assist with the hiring of the new City Manager.
 - Sunday, January 8 the USL men's and women's soccer tryouts will be happening at the RAC.

Commissioner's Report

Commissioners provided updates on their current projects.

Chair's Report

Chair Goodwin reminded commissioners to keep meetings professional, and on time. She asked them to honor the correspondence process and read information prior to the meeting, asking to add an item to a future agenda if they would like more information on a topic. She reminded them to stick to the adopted Work Plan projects considering limited staff capacity. Chair Goodwin also reported she plans to work more closely with youth council member.

Adjourn

Meeting adjourned at 7:42 pm.

Next meeting: Wednesday February 1, 2023 at 5:30pm via Zoom & City Hall.

From: Jenny Gessler - Le-Vel [REDACTED]
Date: Wed, Dec 28, 2022 at 4:16 PM
Subject: Greg Cuoio Park Property
To: Scott Spence <sspence@ci.lacey.wa.us>, Jennifer Burbidge <jburbidge@ci.lacey.wa.us>

Dear City of Lacey,

As current residents of Eagle Estates subdivision, our properties back to the future Greg Cuoio Park. We have concerns. Since the Zoom meeting where the council told everyone about their plans and showcased all the different entrances to the park as well as the already formed, non-maintained trail, the foot traffic has dramatically increased.

With this increase in traffic has come litter and dog feces that irresponsible pet owners leave.

We understand that this park is in the pre-planning stage, however this land is now free for anyone to do what they want. For example, on the Carpenter road side of the property, it was noticed that a tractor and RV's were trying to break through the gate and set up camp on City property. The police were called by someone in our neighborhood who was passing by.

The meetings mentioned that there were going to be fences installed, but that is years away from happening. Also we know that when the park eventually comes to fruition there will be trash cans and a team that upkeep the trails, however until then what is the plan to keep trash, pet waste, and vagrants at bay from this future park?

Currently there are no signs that state the property is off limits IE NO TRESPASSING, aside from the signs that our neighborhood has installed to keep folks from trying to enter the park from our retention pond. A lot of foot traffic occurs down undeveloped 31st Ave. where a trail has been formed. Along Fiddleback St NE there is previously blocked access as well but the temporary orange netting has been removed on one side. We also had individuals attempt to use our well access road to get back there.

We look forward to your response and plan for the management of a space that is not technically open to the public yet but there are no signs stating that.

Sincerely,
Residents of Eagle Estates

From: Jennifer Burbidge
Sent: Thursday, December 29, 2022 3:59 PM
To: Shannon Kelley-Fong <SKelley@ci.lacey.wa.us>
Subject: Greg Cuoio Park Property

Dear Jenny and Eagle Estates subdivision residents,

Thank you for contacting the City regarding your concerns about Greg Cuoio Park. In response to the concerns that were voiced in your email, please see the below:

1. **Increase in litter and dog waste.** If you see illegal dumping or littering in this area, please call 360.491.5644 which is the Public Works main number at the maintenance shop.

City staff, including myself, will be performing a site visit of where the Park borders 31st Street in January to consider what features (for example garbage bin, fencing, signs, etc.) may be feasible for this area.

If you know the pet owners that are not picking up their pet's waste, please send [Joint Animal Services a Complaint Form](#), this form is also accessible online here: [Statement of Complaint \(jotform.com\)](#).

2. **Illegal or concerning activities.** If you see illegal or concerning activities that are emergencies, please call 911. If they are non-emergencies, please call the Lacey Police Department's non-emergency number 360.704.2740 or for park specific non-emergency concerns, please contact the Parks, Culture & Recreation Department at 360.491.0857.
3. **Potential of adding fencing and no trespassing signs.** As noted above, during our future site visit, we will evaluate the possibility of fencing and a no-trespass sign near 31st Street.

Please let me know if I inadvertently missed a concern in my response. I will provide a follow-up email after our site visit.

Thank you and wishing you all a Happy New Year!

Jen Burbidge, Director



5b

Comment: Regional athletic complex is a well cared for park excellent work by all. I would like to make a suggestion to make it safer. A net needs to be installed above the fence on softball field No. 1. During batting practice some players take pride in hitting the ball over the fence hitting pedestrians or the ball landing in the road. There is only a 15 foot buffer between the fence and the sidewalk. Someone is going to get hurt if a net is not installed you have a net installed on one of the other fields I think it is on field No. 2. Well that's my input to make the park safer for all.

From: Jennifer Burbidge

Sent: Thursday, December 29, 2022 3:35 PM

To: [REDACTED]

Subject: RAC Feedback

Hi Murl,

Thank you for your input. We appreciate it,

Jen Burbidge

Director



From: Jennifer Burbidge
Sent: Monday, January 9, 2023 1:50 PM
To: REDACTED EMAIL, Shannon Kelley-Fong <SKelley@ci.lacey.wa.us>
Subject: RE: Chic Fil A

Hi Nancy,

The Parks Board and Commission on Equity met November 14, 2022 and have another upcoming meeting January 25, 2023 to review the City's Corporate Sponsorship Policy.

Please see the current Corporate Sponsorship Policy, Nonpublic Forum Status section: [Sponsor - Lacey Parks, Culture & Recreation](#) which addresses that sponsorship does not create a general public forum.

Thank you,

Jen Burbidge
Director
Lacey Parks, Culture & Recreation

From: [REDACTED]
Sent: Saturday, January 7, 2023 8:41 AM
To: Jennifer Burbidge <jburbidge@ci.lacey.wa.us>; Shannon Kelley-Fong <skelley@ci.lacey.wa.us>
Subject: Re: Chic Fil A

Some people who received this message don't often get email from kinkin46@protonmail.com. [Learn why this is important](#)

Caution: This is an external email. Please take care when clicking links or opening attachments.
When in doubt, contact the IS Department

Hi there

Just curious on the update on Chic Fil A outcome. Will you be ousting them from your future kids events due to their religious values?

If so, this would appear to violate the first amendment. Remember, this was a kids event not a LGB event.

We must bring back fun and joy again, especially to children.

I hope to continue to see diversity and inclusion of businesses at these kids events and that includes Chic Fil A.

Nancy.

Sent from Proton Mail for iOS

On Thu, Nov 17, 2022 at 1:57 PM, [REDACTED] > wrote:

This week, I recently saw a City of Lacey equity zoom meeting regarding Chic Fil A sponsoring a children's event and some community members may have complained. In Mid-October, I also, attended a North Thurston School Board meeting in which two people complained about the partnership that the North Thurston school had with Chic Fil A for a children's event. I'm assuming it may be the same people, regarding the same event, since they mentioned that they would reach out the cities of Olympia and Lacey.

I also read the article from The Olympian, dated 11/15/22, in which some of the Lacey Equity board mentioned that Chic Fil A is from "Atlanta is a product of the South and the Bible Belt...has conservative views on abortion and LBGT rights.... And have no apologies for it."

I thought the diversity, equity and inclusion equated that ALL people were included regardless of their opinion or their values, that all voices were heard. It sounds to me that conservatives or maybe Christians voices/values are not included in the equity & inclusive narrative. Correct me if I'm wrong.

Please note, just because someone's values don't align with yours doesn't mean it's wrong. There should not be any moral superiority over one another. People being offended does not make them right either.

The common ground between the children's event, the school, and the City of Lacey was for the KIDS and for no other reason. The purpose from the City of Lacey and Chic Fil A was for the betterment of the kids and had nothing to do with the LBGT group. The people who were complaining were the ones who instigated the gay conversation and integrated the politics. Kids are not politics.

After viewing your zoom meeting online, the majority of your staff shared the same exact thoughts that Chic Fil A does not support the LBGT community in any way. The event was NOT a LBGT event. I did not see much diversity of thought within this group to oppose this. I only heard one person speaking to address a different point of view that they felt that Chic Fil A had no hidden agenda that they saw at the event.

Don't we want lots of diversity in the business communities, including Christian businesses, Muslims, Judaism, etc? After all, Hobby Lobby is also a Christian business who have strong values, I'm sure they give back to the community as well, and if they don't, well then I applaud Chif Fil A in doing so.

I suggest in the future, maybe find more people for your equity board to add some more diverse thoughts for balance and positivity, with some conservative voices perhaps, because that would be truly be the equitable and inclusive thing to do.

From what I have seen, I have found the equity and inclusive narrative, in schools, and now the Cities, to actually be quite discriminatory and divisive, not uplifting at all.

In my opinion, I believe Chic Fil A has the best interest of the children at heart and that is really the bottom line. Look for the intent of the event and leave politics out. Decide if the complainers are just changing the narrative to fit their own agenda, which I believe this is the case, after listening to them at the school board meeting.

Chic Fil A gives back to the community, hire youths to give them the opportunity to acquire workplace skills and bring pride in the community thru charity. It was really that simple.

Thank you so much for your time.

A Community Member.

Nancy Garcia.

What would be needed to put a roof covering over the skate park? The skate park is GREAT for the community, but can't be used when it's wet out.

From: Jennifer Burbidge

Sent: Tuesday, January 17, 2023 9:19 PM

To:

Subject: Skate Park

Hi Kim,

Thank you for your inquiry regarding the skate park at Rainier Vista Park. You have done the right thing by providing your input. I will include it in the next Parks Board packet for their February 1 meeting.

If the Parks Board decides a project fulfills a great enough need, staff would then submit a capital budget request and if approved during the City's budget process, the project would go on the Parks Board Work Plan for the subsequent year.

The Parks Board meets the first Wednesday of every month at 5:30 p.m. at City Hall and via Zoom. There are opportunities for public comment at every meeting.

Thanks again for your input,

Jen Burbidge

Director





420 COLLEGE ST SE
LACEY, WA 98503

January 19, 2023

Steve Chamberlain
4570 Avery Ln SE Ste C
Lacey, WA 98503

Dear Mr. Chamberlain,

THANK YOU very much for your generous donation during the calendar year of 2022, of the 20-acre Mullen Road Habitat adjacent property to the Lacey Parks, Culture & Recreation Department:

6512 Mullen Rd SE, Olympia, WA 98503

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE OF OLYMPIA, COUNTY OF THURSTON, STATE OF WASHINGTON AND IS DESCRIBED AS FOLLOWS:

Tract A of Large Lot Subdivision No. LLS001163TC, as recorded August 23, 2001 under Recording Nos. 3374420 and 3374421, and amended by Recording Nos. 3383096, 3538448, and 3538449;

In Thurston County, Washington

Supporting Parks, Culture & Recreation is critical to the health of our community. With your donation, we are able to preserve more natural space and wildlife habitat which will have a prolonged positive impact on local ecosystems.

We are grateful for your donation and look forward to using this parcel as an expansion to the Mullen Road Habitat for a protected wildlife habitat area.

We acknowledge that no goods or services were provided to you in return for your charitable contribution valued at \$58,800. The entire amount of your contribution may be used for tax reporting to the full extent allowed by the IRS.

Thank you again for your very kind donation.

Most Sincerely,

Jennifer Burbidge, Director
Lacey Parks, Culture & Recreation Director
420 College St SE
Lacey, WA 98503
TAX ID 910819427

Wendy Goodwin, Chair
Lacey Board of Park Commissioners

CITY COUNCIL
ANDY RYDER
Mayor
MALCOLM MILLER
Deputy Mayor

LENNY GREENSTEIN
MICHAEL STEADMAN
CAROLYN COX
ED KUNKEL
ROBIN VAZQUEZ

CITY MANAGER
SCOTT SPENCE



420 College Street SE, Lacey, WA • (360) 491-3214 • ci.lacey.wa.us



LACEY PARKS

CULTURE & RECREATION



2021-2022 SCHOLARSHIP PROGRAM REVIEW

TABLE OF CONTENTS

Introduction 3

Analysis 5

 Key Findings 6

 Key Findings #1 6

 Key Findings #2 7

 Key Findings #3 8

Funding Sources 10

Additional Maps & Visual Data 12

Conclusion & Key Takeaways..... 15



INTRODUCTION

In 2020, the City of Lacey Parks, Culture & Recreation Department (LPCR), with support and approval from the Parks, Culture and Recreation Board (Parks Board), restructured the Scholarship Program with the goals of providing equitable access to recreation and cultural programs. A key objective for the 2023 LPCR Comprehensive Plan update is the creation of a parks, culture, and recreation system where physical, financial, and social barriers to use are eliminated. The Scholarship Program allows LPCR to offer programs and classes to community members who may not have been able to afford to access them. This program aims to create a stable source of funding through dedicated City funds and accepted donations. Advertising the Scholarship Program's availability and encouraging applications helps LPCR reach that key objective.

As a part of the Parks Board's 2023 Work Plan, the Scholarship Program is being evaluated to determine if it is achieving the program goals and what changes, if any, should be made moving forward.

In 2020, the COVID-19 public health crisis drastically reduced the number of programs that were able to operate. In 2021 LPCR adopted a trimester-based calendar for the rotation of programs and activities. The Scholarship Program was updated at this time to reflect the change. Therefore, this Scholarship Program review will only include the years 2021-2022.

The staff recommendation is to continue the Scholarship Program as it is currently operating, but with a few Scholarship Policy update recommendations, with the goal to increase the number of scholarships awarded. The program's scholarship award numbers over the past two years demonstrate the positive impact it has had on the community in terms of filling an important need. However, there continue to be unmet needs in the community which would benefit from an increase in scholarships awarded. The Scholarship Program is vital to providing equity of access to public programs. The data collected shows a

positive trend for class sizes, increased accessibility for families, and projects a likely increase in applicants for 2023 and beyond.



ANALYSIS

In order to understand how scholarship funds were used, data analysis was performed by obtaining the following registration information from Scholarship Program recipient accounts: utilization rates, total scholarship disbursement figures, and a review of the number of applicants and their [locations](#).

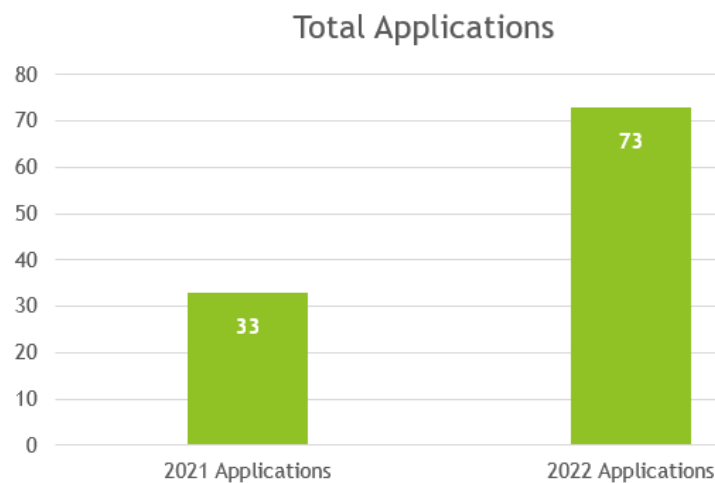
Future analyses will be focused on more detailed demographic information. For this analysis period, the available demographic information is limited. All analyzed information was performed with the most available average applicant information. The program is consistently reviewed to ensure equity and accessibility. Previous to 2021, marketing for the program was limited to word-of-mouth or by request. Marketing efforts were increased during 2021 and 2022 through the City website, social media and digital newsletter, but in 2023, a change in advertising strategy will provide more demographic information so continued efforts to target in-need areas can be made. The information provided in this analysis will use 2020 Federal Census data until more refined information is available. During the next analysis period, additional growth information will be available based on a change in advertising strategy.

KEY FINDINGS

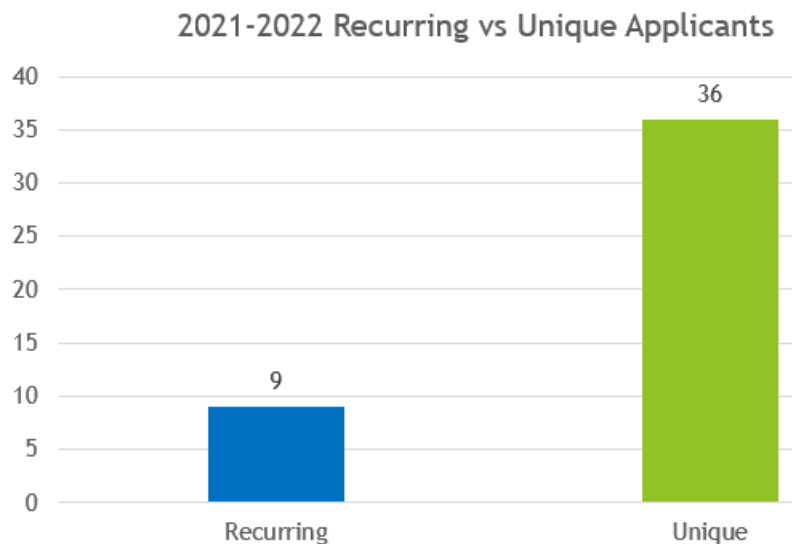
Scholarship Applications Increased Sharply From 2021-2022



To apply for the Scholarship Program, one account may submit up to 3 applications - one application per trimester. In 2021, there were 33 total applications between 14 accounts. In 2022, there were 73 total applications between 31 accounts. Total applications increased by 40 or 121%.



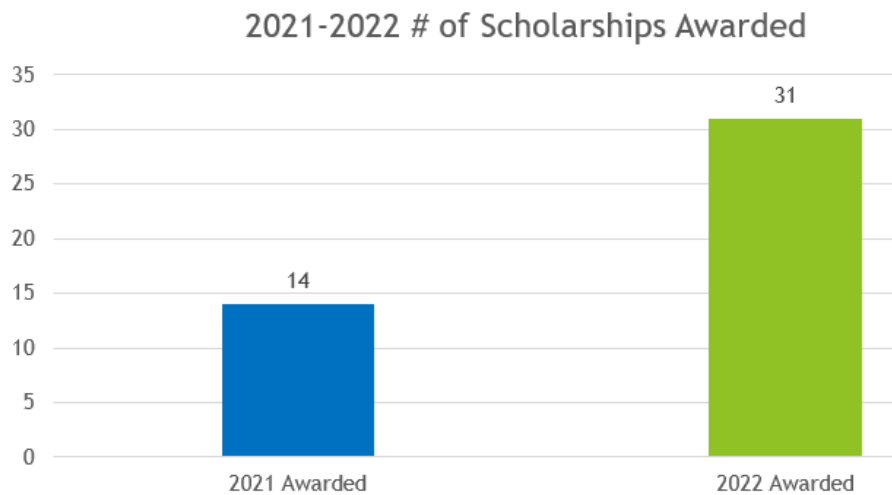
Between 2021 and 2022, there were a total of 45 accounts applying for scholarships. Nine accounts or 20% were recurring applicants who applied in both 2021 and 2022; 36 accounts were unique applicants.



Scholarship Award Amounts Increased Sharply From 2021-2022

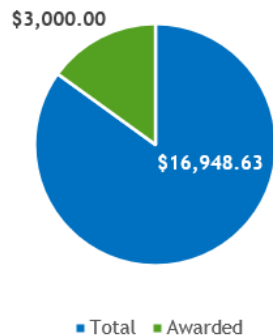


In 2021, 14 total accounts were awarded scholarships. In 2022, 31 total accounts were awarded scholarships. This is a 221% increase in scholarship awards. The figures for 2022 include 9 recurring applicants requesting additional scholarship funds in 2022 as well as 22 new applicants requesting scholarship funds.

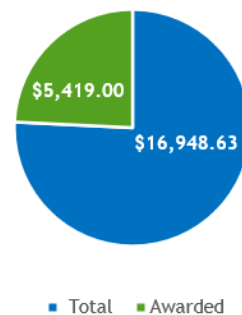


Total funds awarded in 2021 were \$3,000.00, total funds awarded in 2022 were \$5,419.00. This is a \$2,419.00 or 181% increase in scholarship funds awarded between 2021 and 2022.

2021 Total Scholarship Funds vs Total Funds Awarded



2022 Total Scholarship Funds vs Total Funds Awarded



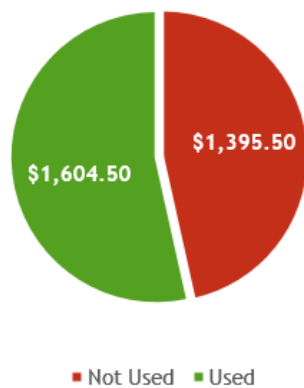
Scholarship Fund Usage Increased Sharply Between 2021 and 2022



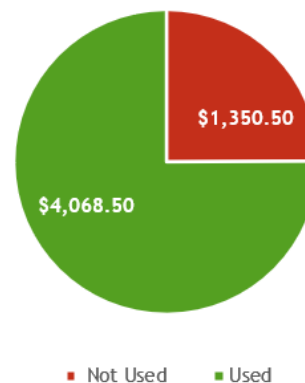
When scholarships are awarded, the funding is added to the household's account. If the household does not proceed with registration, the funding "expires" or drops off their account.

In 2021, \$3,000.00 in scholarship funds were awarded and \$1,604.50 or 54% of the scholarships awarded was spent. In 2022, \$5,419.00 were awarded and \$4,068.50 (75%) was spent. Over the two-year monitoring period, there was a 181% increase in the scholarship funds awarded and a 254% increase in awarded scholarship funds used. Key differences to note from 2021 to 2022 are that COVID restrictions were largely lifted in 2022 and as a result, program offerings increased.

2021 Funds Used vs Not Used

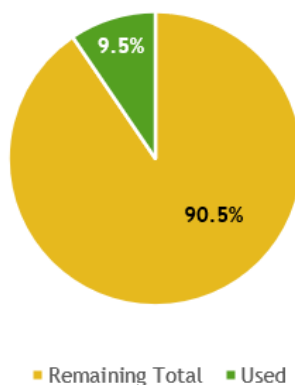


2022 Funds Used vs Not Used

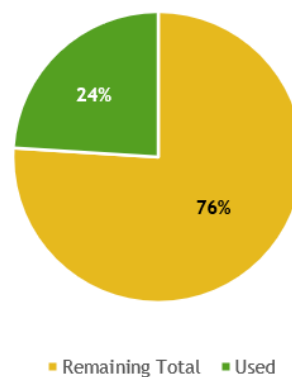


In 2021, 9.5% of the total available scholarship funds were used. In 2022, 24% of the total available scholarship funds were used.

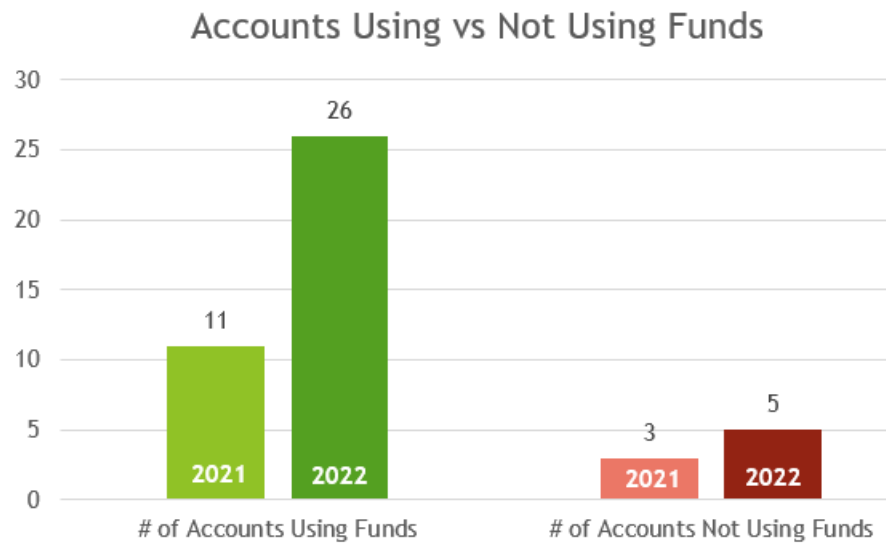
2021 Remaining Total vs Used



2022 Remaining Total vs Used



In 2021, of the 14 accounts awarded scholarship funds, 11 used funds awarded to register for programs and 3 did not. This means 2021 saw a 79% scholarship fund usage rate. In 2022, of the 31 accounts awarded scholarship funds, 26 used funds awarded to register for programs and 5 did not. This means 2022 saw an 84% scholarship fund usage rate. Currently, the cause of non-registration from these 8 accounts is unknown. Further research is recommended to bridge gaps in usage.





2021-2022 Funding Sources

City of Lacey General Fund

\$6,678.00

The City of Lacey allocates dollars from the General Fund for the Scholarship Program annually, based on approximately 1% of revenues brought in by the same fee-based recreation and cultural programs for which scholarships are awarded. The funds are a line item in the City's budget, as approved by City Council, and they are allocated by staff before other funding sources because it is a limited annual allocation.

Jim Lutz Memorial Fund

\$1,107.50 (General Scholarships)

\$1,107.50 (Youth Sports)

This fund is a restricted memorial account set up by the family of Jim Lutz, a Lacey community member who was very involved with Lacey Parks, Culture & Recreation. This fund will be used after the General Fund dollars have been allocated.

PARC Foundation of Thurston County Fund

\$6,800.00

The PARC Foundation of Thurston County is a nonprofit organization that partners with local Parks and Recreation jurisdictions to preserve and sustain local recreation programs and cultural opportunities. This fund will be used after the General Fund dollars have been allocated.

Lacey Parks & Recreation Fund

\$1,255.63

LPRD staff raised funds for the Scholarship Program over a two-year period through donations at special events. This fund will be used after the above General Fund dollars have been allocated.

Other Sources

It is important to note that there are sometimes other sources of scholarship funding for specific programs. The data has been provided below rather than in the upcoming charts. For example:

2021 – LPCR received \$32,175.00 from North Thurston Public Schools (NTPS) for the Playground Pals program. This free program served 429 kids. NTPS also provided \$1,505.00 for our Summer Day Camp program. This amount was given out to 9 kids in the form of scholarships.

2022 – LPCR received \$39,175.00 from NTPS for the Playground Pals program. This free program served 429 kids. In 2022, LPCR also received \$10,885.00 from the Summer Experiences and Enrichment for Kids Fund (SEEK) through Washington Recreation and Parks Association (WRPA). 63 kids were awarded scholarships using SEEK funding. All 63 kids were between ages 6-12 and referred by the NTPS Homeless Liaison.

2023 Scholarship Funding Sources

In 2023, there has been an increase to the Scholarship Program Fund. Below are the amounts and sources LPCR can anticipate for the 2023-2024 Scholarship Program period.

City of Lacey General Fund - \$6,678.00

Jim Lutz Memorial Fund - \$1,107.50 (General Scholarships), \$1,107.50 (Youth Sports Scholarships)

PARC Foundation of Thurston County Fund - \$11,800.00

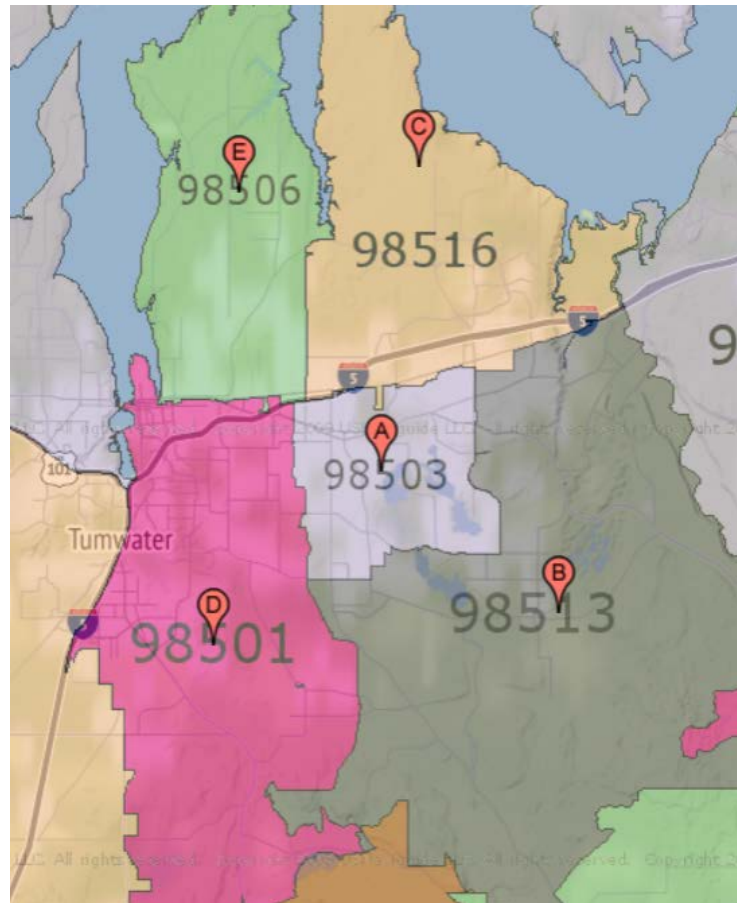
Lacey Parks, Culture & Recreation Fund - \$1,1255.63

Additional Maps & Visual Data

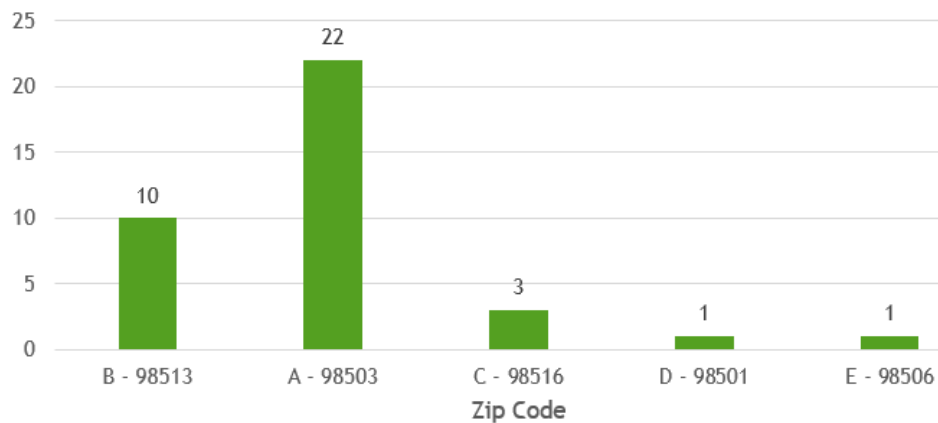
This portion of the analysis provides additional mapping information showing locations for the highest density of applications, additional graphs with funding information, and city and boundary maps reflecting the general population density as of the 2020 Census.

Zip Code Map of Highest to Lowest Number of Applications

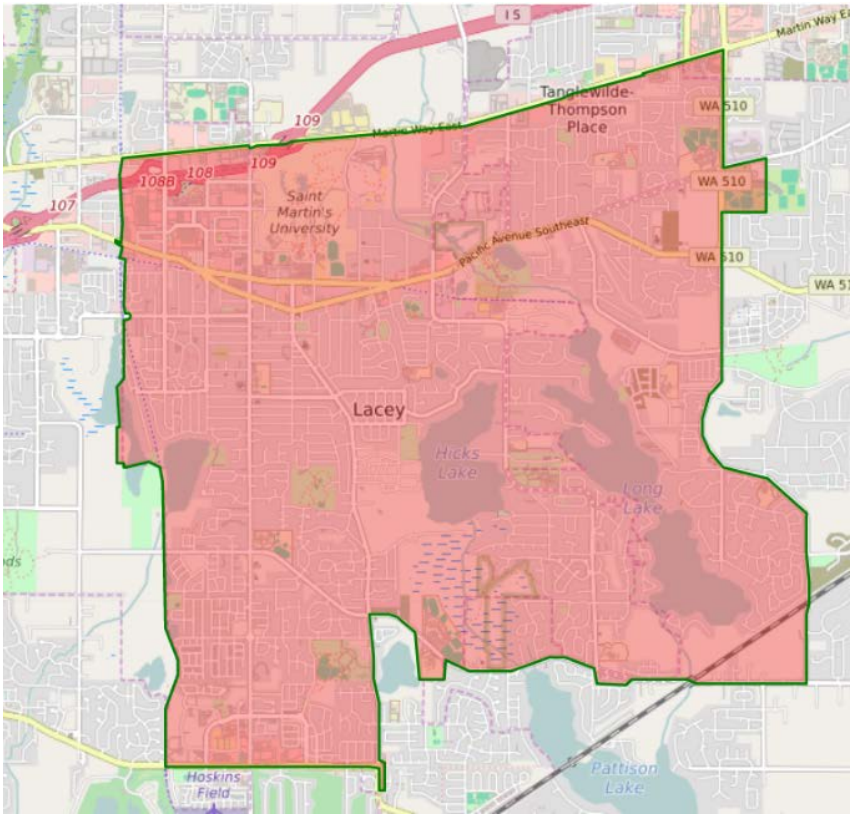
**See below graph for letter key*



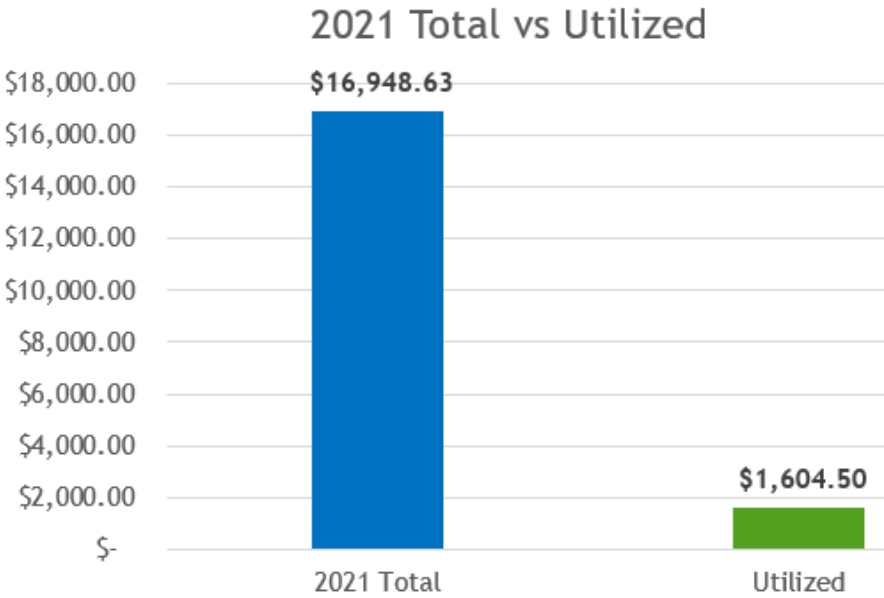
2021-2022 # of Applicants By Zip Code

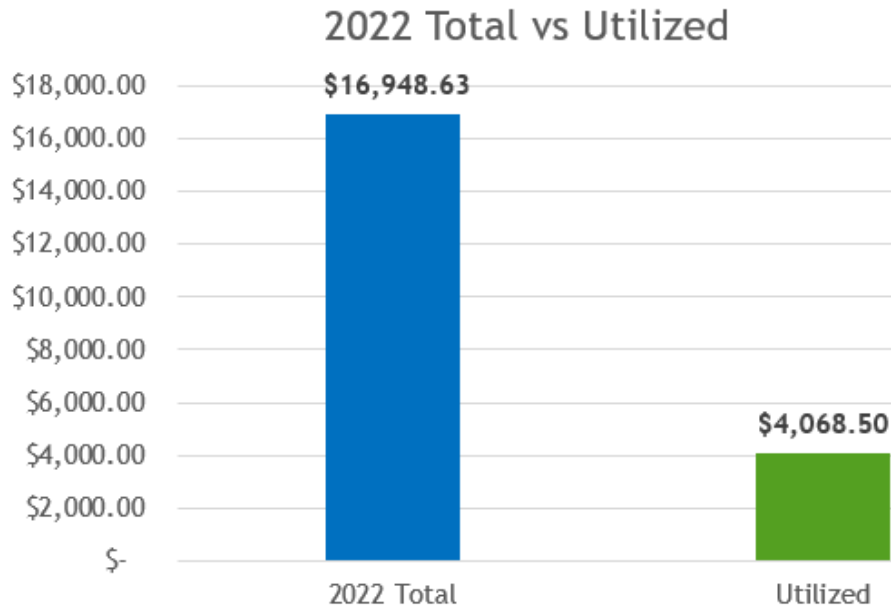


Boundary Map of 98503, Highest Application Zip Code for the Scholarship Program



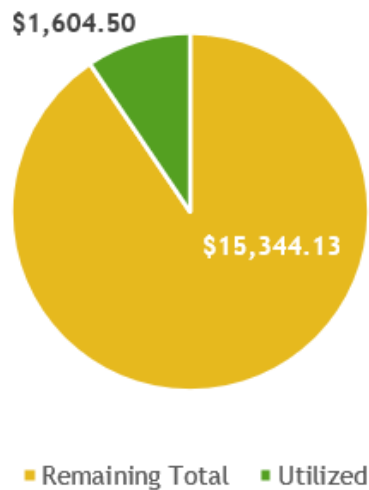
Scholarship Fund Overall Totals vs. Amounts Utilized for 2021 and 2022



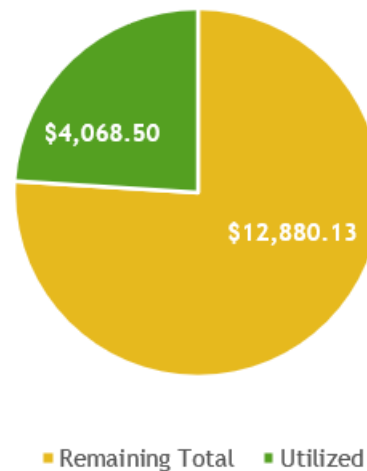


Scholarship Remaining Total Amount vs. Total Utilized Amounts for 2021 and 2022

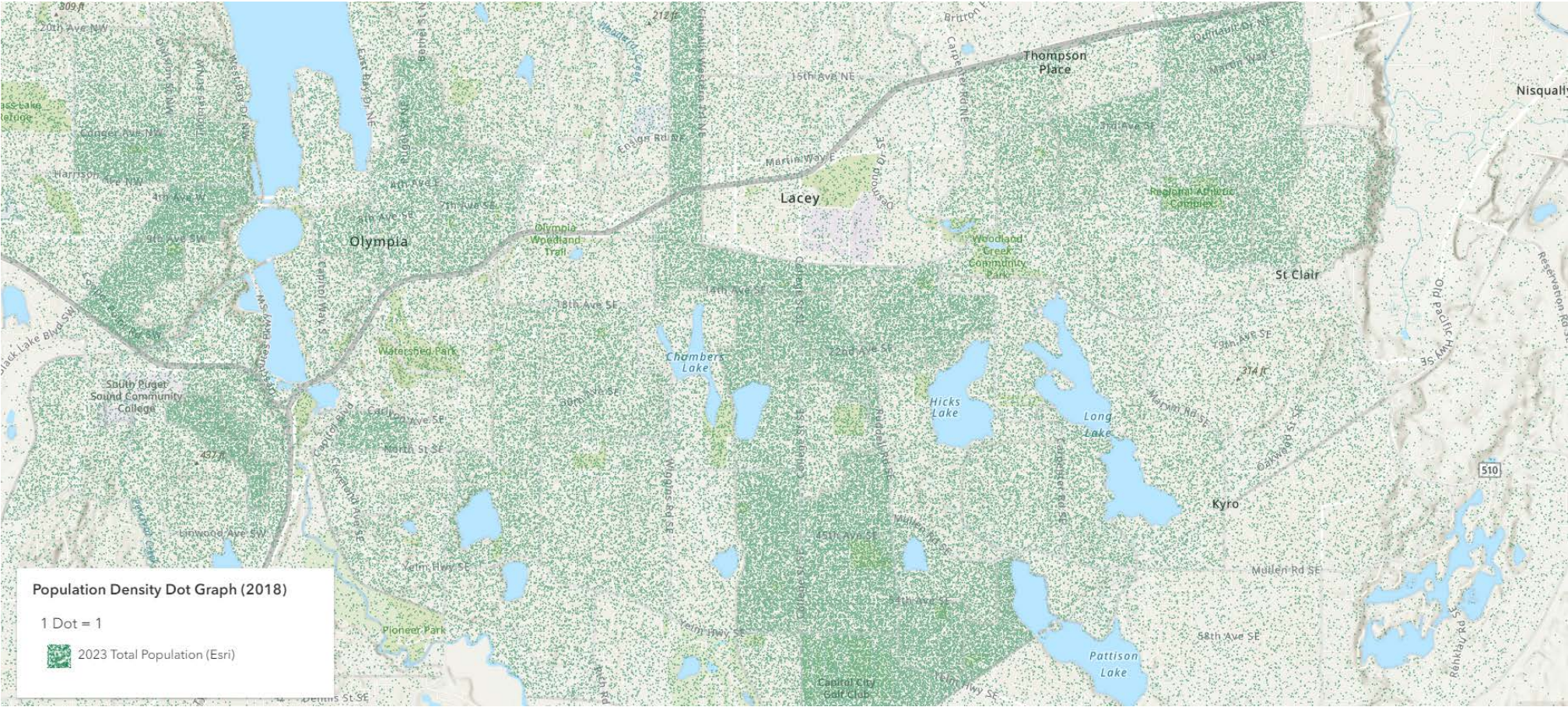
2021 Remaining Total vs Utilized



2022 Remaining Total vs Utilized



Population Density Map Showing Highest Density Areas as of the 2020 Census



**Data according to 2020 Federal Census Bureau Information*



CONCLUSION

In conclusion, the data collected shows a sharp increase in scholarships applied for and funds allocated between 2021-2022. With programs returning to a relatively “new normal” state and uncertain economic conditions, it should be anticipated that an increase will continue. Based on recurring and new user information, it is recommended to monitor new applications and determine if the sharp increase is due to recurring applicants’ increase in usage or an increase in new applications. An increase from 2022-2023 is likely, but it is unclear if a projection of 7 new applicants is reasonable. More data should be collected during the 2023-2025 period to better create long-term projections of potential new applicant rates.

As more demographic information becomes available, a clearer picture of scholarship recipients will be available. Currently, the 98503-zip code has the highest concentration of applicants, which is also the highest population density zip code for Lacey. Continued research into user demographic information is recommended.

For the 2023 Comprehensive Plan’s key objective of creating access and equity, the department will need to expand advertising efforts for the Scholarship Program. An increase in applications from both recurring and new accounts between 2021 and 2022 indicates that the department should expect this trend to continue during the next analysis period. In order to ensure the program meets the key objective of creating access, marketing and advertising efforts should be focused on high-density areas while additional demographic information is obtained to help refine how advertising is targeted. For example, additional demographic information may show low-income families in need of more scholarship funding may be located outside of high-population density areas. This may be an area that previously was not targeted as closely, but after the next analysis period can be met with more robust advertising efforts to provide Scholarship Program information.

However, a review of the current program policy revealed a gap in service around houseless youth. It is recommended a revised policy be drafted to better address houseless youth who may not have access to a permanent address for applications. This policy will be brought to the Parks Board for review and action so implementation may take effect prior to Summer 2023 program registration.

Key Takeaways

- An increase in awards and applicants should be expected in 2023.
- Funds Used versus Funds Awarded should continue to be tracked.
- Refine information available regarding community demographics.
- Increase advertising efforts for the Scholarship Program.
- A revised policy should be considered to better open access for marginalized homeless youth.
- Transportation barriers should be considered for future policy revisions.



Scholarship Program Application

Primary Parent/Guardian Contact Name: _____

Home Phone: () _____ Cell Phone: () _____

Address _____ Zip _____

Email _____ (REQUIRED)

Which Quarter are you interested in scholarship for?

- ☐ Winter/Spring Trimester (can apply starting Dec 1)
- ☐ Summer Trimester (can apply starting May 1)
- ☐ Fall Trimester (can apply starting Sept 1)

Which family member is this application for?

Name _____ Birthdate _____ Male/Female/Other (circle one)

Which program/s is this application for?

Name _____ Start Date _____

Name _____ Start Date _____

Proof of Residency and Financial Need

See detailed requirements #1 and #2 on the guidelines and information page.

- ☐ I have attached proof of residency and financial need. **OR**
- ☐ I have previously applied this calendar year. My verification forms are on file. **OR**
- ☐ I have attached a referral from the NTPS Homeless Liaison.

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I certify that all of the above information is true and correct, that I reside within City of Lacey or North Thurston Public School District boundaries and that all income is reported. I understand that this information is being given for purpose of obtaining fee-reduced services and the City of Lacey may verify the information on this application. I certify that my request meets the guidelines provided by the City of Lacey.

☐ I have read and understand all the terms associated with the financial assistance program.

Family Primary Contact Signature _____ Date _____

Office Use Only: Account:

- ☐ General Fund (Use first)
- ☐ Jim Lutz Youth Sports Memorial Fund
- ☐ Jim Lutz General Recreation Memorial Fund
- ☐ PARC Foundation Fund
- ☐ Lacey Parks & Recreation Fund
- ☐ Alpine Adventure Fund



Scholarship Program Guidelines and Information

1. Residents may request financial assistance for recreation programs every quarter. Verification of residency within the City of Lacey limits or within North Thurston Public School District must be submitted with the application. Accepted forms of verification are a school district document or identification or a utility bill. In the absence of a permanent address, a referral may be submitted from the NTPS Homeless Liaison in lieu of residency documents.
 2. Verification of income is required. Forms of verification can be a copy of last year's tax return, a letter from North Thurston Public Schools verifying free and reduced lunch, or a benefits letter. In lieu of the above, a detailed letter of explanation outlining the financial need will be accepted. Please address in the letter why one of the other three options is not available as verification. *Applications without these items will not be considered.*
 3. Every awarded household will receive a \$200 credit to be used on the Winter/Spring programs and a \$100 credit to be used on the Summer and Fall programs indicated on the application for the indicated trimester. Any unused funds will remain on household account for future use, but will expire at the end of the calendar year. Refunds may not be requested for scholarship funds. A household can apply for multiple trimesters if scholarship funds are still available. The scholarship program goal is to reach as many households as possible (limit \$400 per household per year).
 4. Applications are available at Lacey City Hall or online www.ci.lacey.wa.us/recguide. **PLEASE NOTE, during COVID applications are only available online, and may only be submitted via email to laceyparks@ci.lacey.wa.us. Financial and personal information may be kept confidential but names and scholarship amounts awarded are subject to public records disclosure laws.** For assistance with the application or questions, call (360) 491-0857 or email laceyparks@ci.lacey.wa.us.
 5. Eligibility must be established each calendar year. Beginning December 1, applications will be accepted for the following year of programs. Applications for specific programs and classes need to be submitted each trimester.
 6. After submitting the application, allow up to 5 business days for processing before registering for a class/program. You will be notified via email if your application was approved, and when the credit will be available for use, or if your request was denied.
 7. Approval of financial assistance does not automatically register you in a program. When approved you will need to register for the activity and pay any remaining balance.
 8. Financial assistance is limited and could be suspended for the remainder of the year due to fund balance depletion.
- Priority (first review) of assistance will be given to applications as received
- Applications accepted:**
December 1st – Winter/Spring trimester
May 1st – Summer trimester
September 1st – Fall trimester
- After scholarship funds have been awarded, to register, go to www.ci.lacey.wa.us/recguide. Click on "set up new household account" which will take you to the online recreation registration system. Click on Log In or Create Account in the upper left corner. Your financial assistance award will be redeemable on file under your account. You will need to pay any remaining balance upon registration. Call the office at 360-491-0857 if you need help.
 - The recreation guide lists specific registration dates (www.ci.lacey.wa.us/recguide)

DRAFT Joint City Council / Park Board Worksession Agenda
March 23, 2023

6:00 p.m. – Welcome & Introductions (Jen)

6:05 p.m. – Parks, Culture & Recreation Department Presentation (Jen)

6:15 p.m. - Sports Commission & RAC 2022 Economic Impact report from Sue Falash

6:35 p.m. - 2022 Accomplishments (Aram Wheeler, former Chair – presentation)

6:45 p.m. - 2023 Work Plan highlights (Wendy Goodwin, new Chair – presentation)
LPCR Comprehensive Plan update will be part of this

7:00 p.m. – Corporate Sponsorship & Naming Rights Policy update

7:30 p.m. – NTPS Interlocal Agreement update