CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS*

   A. Council worksession minutes of April 18, 2019
   B. Council special meeting minutes of May 7, 2019
   C. Council meeting minutes of May 9, 2019
   D. City Manager Performance Review
   E. A motion to approve payment of claims, wages, and transfers for May 1, 2019, through May 13, 2019

* 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. Student of the Month Recognitions (Courtney Schrieve)
   B. 2017 Certificate of Achievement for Excellence in Financial Reporting (Troy Woo)

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA*

*The City Council will allow comments under this section on items NOT already on the agenda. Where appropriate, the public will be allowed to comment on agenda items as they are addressed during the meeting.

5. PUBLIC HEARING:

6. PROCLAMATION:

7. REFERRAL FROM PLANNING COMMISSION:

8. REFERRAL FROM HEARINGS EXAMINER:

   A. Project 18-387: WSDOT & CUP Wetland Development Conditional Use Permit (Sarah Schelling)
   B. Project 18-280: Hawks Prairie Logistics Center Wetland Development Permit and Site Plan Review (Samra Seymour)

9. RESOLUTIONS:

   A. Resolution 1075: Community Resilience Resolution (Jen Burbidge)
10. **ORDINANCES:**
   A. Ordinance Extending Cable Franchise with Comcast Communications (Steve Kirkman)

11. **MAYOR’S REPORT:**

12. **CITY MANAGER’S REPORT:**
   A. On-Site Lift Station Generators Bid Award (Scott Egger)
   B. Long Lake Park Beach Rules Update (Jen Burbidge)

13. **STANDING GENERAL COMMITTEE:**
   A. Utilities (05.06.19)
   B. Community Relations and Public Affairs (05.06.19)

14. **OTHER BUSINESS:**

15. **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 Cynthia Pratt:
      1. Joint Animal Services Commission (JASCOM)
      2. LOTT
      3. Olympic Region Clean Air Agency (ORCAA)
      4. Thurston Thrives
   C. Councilmember Carolyn Cox:
      1. Ad Hoc Committee on Homelessness and Affordable Housing
      2. Health & Human Services Council (HHSC)
      3. Intercity Transit (IT)
      4. Thurston Regional Planning Council (TRPC)
      5. Thurston Thrives
   D. Councilmember Lenny Greenstein:
      1. Emergency Medical Services (EMS)
      2. TCOMM911
      3. Thurston County Law & Justice
   E. Councilmember Jason Hearn:
      1. Lodging Tax Advisory Committee (LTAC)
      2. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
      3. Thurston County Coalition Against Trafficking (TCCAT)
   F. Councilmember Michael Steadman:
      1. Community Action Council
      2. Lacey South Sound Chamber
      3. Solid Waste Advisory Committee (SWAC)
   G. Councilmember Lynda Zeman:
      1. Economic Development Council (EDC)

16. **ADJOURN**
MINUTES OF THE LACEY CITY COUNCIL WORKSESSION
THURSDAY, APRIL 18, 2019
7:00 – 8:53 PM

COUNCIL PRESENT: A. RYDER, C. PRATT, C. COX, L. GREENSTEIN, R. YOUNG, J. HEARN (VIA TELEPHONE)

COUNCIL EXCUSED: M. STEADMAN

STAFF PRESENT: S. SPENCE, J. BURBIDGE, S. EGGER, D. SCHNEIDER, R. WALK, T. WOO, P. EDMONDS

Mayor Ryder requested amending the agenda to add Letter of Support to Department of Health – Providence St. Peter Hospital Certificate of Need.

ACTION: APPROVE AMENDED AGENDA.
MOTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBERS GREENSTEIN AND COX. MOTION CARRIED.

THURSTON REGIONAL PLANNING COUNCIL – WRIA 13 SALMON HABITAT RECOVERY

PRESENTER: MARC DALY, EXECUTIVE DIRECTOR
AMY HATCH-WINECKA, LEAD ENTITY COORDINATOR

ACTION: INFORMATION ONLY

Water Resource Inventory Area (WRIA) 13 Salmon Habitat Recovery is a community-based approach to restoring salmon. In 2018, the WRIA 13 lead agency moved from Thurston County Conservation District to the Thurston Regional Planning Council (TRPC).

An overview of the program was provided to Council:

1999 Puget Sound Chinook listed under Endangered Species Act; lead entities formed.
2005 Deschutes/WRIA 13 completes habitat strategy; Chinook recovery plan adopted by NOAA.
2007 Puget Sound Steelhead listed under Endangered Species Act; Washington legislature allocates funds to Puget Sound Recovery.
2010 Recovery looks beyond salmon – Alliance for a Healthy South Sound is formed.
2018 WRIA 13 Lead Entity moves to TRPC.
2019 Preparation for habitat strategy update.
2021 Salmon Summit.

The local economic impact includes $7 million in state and federal funds and an additional $3 million in matching funds. This results in over $25 million in economic activity and supports 150-300 jobs.

The next steps will be to identify funding for plan revisions, overlay climate change data, make reach-scale targets, update science, Tribal, and community projects, share outcomes and garner input, Salmon Summit, and implementation.

**COUNCIL RETREAT UPDATE**

**PRESENTER:** SCOTT SPENCE, CITY MANAGER  
**ACTION:** INFORMATION ONLY.

The City Council’s annual retreat is scheduled for May 24, 2019, at South Puget Sound Community College on 6th Avenue. A draft agenda was presented to include the following agenda items:

- Financial forecast
- MPD Debrief
- Septic-to-Sewer Conversion
- Homelessness

Council was in consensus on the proposed agenda.

**COUNCIL VACANCY PROCESS**

**PRESENTER:** SCOTT SPENCE, CITY MANAGER  
**ACTION:** INFORMATION ONLY.

The City Council Position #3 vacancy application process opened on April 8, 2019, and will close on April 26, 2019, at 5:00 p.m.

A special Council meeting will be held on May 7, 2019, to conduct interviews. The Council will gather in the Council Chambers at 6:00 p.m. for a light dinner. The meeting will begin at 6:30 p.m.
Council will conduct 10-minute interviews with each candidate. Candidates will be allowed no more than three minutes for closing remarks.

The following voting process will be followed:

- **Nominations**
  - The Mayor will ask for nominations from Councilmembers
  - Councilmembers are limited to one nomination each
  - Councilmembers are not required to make a nomination
  - No second is needed
  - Nominations are closed by a motion, second and majority vote

- **Deliberation**
  - Councilmembers may deliberate on nominated candidates
  - The Mayor shall poll the Councilmembers to determine if they are prepared to vote

- **1st round of voting**
  - Councilmembers will vote on each candidate in order
  - The question for each candidate will be:
    - “All those in favor of moving Candidate ____ forward to the next round say ‘Aye’.”
  - All candidates receiving a majority vote will be moved forward to the next round
  - Councilmembers have unlimited votes in the 1st round
    - i.e., a Councilmember could cast an affirmative vote for each candidate

- **2nd round of voting (and all further rounds if necessary)**
  - Councilmembers will vote on each candidate in order
  - Councilmembers are limited to one vote in the 2nd round and all further necessary rounds
    - i.e., a Councilmember can only cast one affirmative vote in the 2nd round
  - The question will be:
    - “All those in favor of appointing Candidate _____ to fill the Council Vacancy say ‘Aye’."
  - A candidate receiving a majority of votes from Council, 4 or more, suspends any further voting.
    - i.e., Candidate A receives only two votes. Candidate B receives 4 votes and is declared the new Councilmember. Candidate C and D are not voted upon.
  - The Mayor shall declare the nominee receiving the majority vote as the new Councilmember to be sworn in prior to the next regularly Council meeting.
Council will have an opportunity to review the voting process at the April 25, 2019, Council meeting.

**LETTER OF SUPPORT TO DEPARTMENT OF HEALTH – ST. PETER HOSPITAL CERTIFICATE OF NEED**

**PRESENTER:** COUNCILMEMBER GREENSTEIN

**ACTION:** INFORMATION ONLY.

Councilmember Greenstein informed the Council about the lack of beds at Providence St. Peter Hospital, which has created a crisis in the emergency room. Due to this crisis, the hospital has had to divert patients multiple times.

The hospital submitted a Certificate of Need to the Department of Health for an additional 50 beds. Thurston County and the cities of Olympia and Tumwater have sent letters to the Department of Health in support of the hospital’s application for additional beds. Councilmember Greenstein requested Council support to sign a similar letter.

Council agreed to sign the letter of support, and would also like to invite a representative from the hospital to attend a Council Worksession to discuss their plans for expansion.
CALL TO ORDER: Mayor Ryder called the special meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE: Mayor Ryder led the Pledge of Allegiance

COUNCIL PRESENT: A. Ryder, C. Pratt, C. Cox, J. Hearn, L. Greenstein, M. Steadman

STAFF PRESENT: S. Spence, D. Schneider, K. Semko, R. Walk, E. Fontaine

Mayor Ryder amended the agenda to remove John Ficker as an applicant.

ACTION: Motion to approve amended agenda.

MOTION: Motion made, seconded, and carried by Deputy Mayor Pratt and Councilmember Greenstein.

INTERVIEW OF CANDIDATES FOR COUNCIL POSITION #3

Council received fourteen applications. One applicant withdrew his application (John Ficker), one candidate was not eligible due to living outside of City limits (J'Andre Ivory), and one candidate did not attend in time for his scheduled interview (Randolph Ruesga). Eleven candidates were interviewed in the order their applications were submitted. Six questions were asked of each candidate, 10-minutes was allowed for each interview, and 3-minute closing remarks by each candidate.

CANDIDATES INTERVIEWED:

Lynda Zeman
C. Townsend Walton
Stewart Ridgeway
Sterling Rettke
Jason Schuyler
Richard Bokofsky
Danielle Murray
Harald Jones
Gary Phillips
Kristen Jacobsen  
Nasacha Nixon

The first group of candidates (Lynda Zeman, C. Townsend Walton, Stewart Ridgeway, Sterling Rettke, Jason Schuyler, Richard Bokofsky, and Danielle Murray) were interviewed.

Mayor Ryder called for a 10-minute break at 7:34 p.m.  
Mayor Ryder resumed the meeting at 7:44 p.m.

The second group of candidates (Harald Jones, Gary Philips, Kristen Jacobsen, and Nasacha Nixon) were interviewed.

The candidates provided their 3-minute closing remarks.

Mayor Ryder called for a 15-minute break at 8:43 p.m.  
Mayor Ryder resumed the meeting at 8:58 p.m.

Mayor Ryder reviewed the process for deliberations and nominations. He reminded Council that no second is required to nominate a candidate. A second is required when the nominations are closed.

**Mayor Ryder called for nominations:**

- Mayor Ryder nominated Kristen Jacobsen  
- Deputy Mayor Pratt nominated Lynda Zeman  
- Councilmember Cox nominated Nasacha Nixon  
- Councilmember Hearn nominated Stewart Ridgeway  
- Councilmember Greenstein nominated Richard Bokofsky  
- Councilmember Steadman nominated C. Townsend Walton.

**Motion made and seconded to close the nominations for Council Vacancy Position #3 by Councilmembers Greenstein and Steadman. Motion carried.**

Mayor Ryder and Council deliberated on the nominated candidates. The Council was polled to determine if Council was prepared to vote.
FIRST ROUND OF VOTING:

ALL THOSE IN FAVOR OF MOVING CANDIDATE C. TOWNSEND WALTON FORWARD TO THE NEXT ROUND SAY AYE. ALL THOSE OPPOSED SAY NAY.

DEPUTY MAYOR PRATT VOTED AYE  COUNCILMEMBER GREENSTEIN VOTED NAY
COUNCILMEMBER COX VOTED AYE  COUNCILMEMBER HEARN VOTED NAY
COUNCILMEMBER STEADMAN VOTED AYE  MAYOR RYDER VOTED NAY

ALL THOSE IN FAVOR OF MOVING CANDIDATE LYNDI ZEYMAN FORWARD TO THE NEXT ROUND SAY AYE. ALL THOSE OPPOSED SAY NAY.

MAYOR RYDER VOTED AYE  COUNCILMEMBER HEARN VOTED NAY
DEPUTY MAYOR PRATT VOTED AYE  COUNCILMEMBER GREENSTEIN VOTED NAY
COUNCILMEMBER COX VOTED AYE
COUNCILMEMBER STEADMAN VOTED AYE

ALL THOSE IN FAVOR OF MOVING CANDIDATE STEWART RIDGEWAY FORWARD TO THE NEXT ROUND SAY AYE. ALL THOSE OPPOSED SAY NAY.

MAYOR RYDER VOTED AYE  DEPUTY MAYOR PRATT VOTED NAY
COUNCILMEMBER HEARN VOTED AYE  COUNCILMEMBER COX VOTED NAY
COUNCILMEMBER GREENSTEIN VOTED AYE
COUNCILMEMBER STEADMAN VOTED AYE

ALL THOSE IN FAVOR OF MOVING CANDIDATE RICHARD BOKOFSKY FORWARD TO THE NEXT ROUND SAY AYE. ALL THOSE OPPOSED SAY NAY.

COUNCILMEMBER HEARN VOTED AYE  MAYOR RYDER VOTED NAY
COUNCILMEMBER GREENSTEIN VOTED AYE  DEPUTY MAYOR PRATT VOTED NAY
COUNCILMEMBER STEADMAN VOTED AYE  COUNCILMEMBER COX VOTED NAY

ALL THOSE IN FAVOR OF MOVING CANDIDATE NASACHA NIXON FORWARD TO THE NEXT ROUND SAY AYE. ALL THOSE OPPOSED SAY NAY.

MAYOR RYDER VOTED AYE  COUNCILMEMBER HEARN VOTED NAY
DEPUTY MAYOR PRATT VOTED AYE  COUNCILMEMBER GREENSTEIN VOTED NAY
COUNCILMEMBER COX VOTED AYE
COUNCILMEMBER STEADMAN VOTED AYE
ALL THOSE IN FAVOR OF MOVING CANDIDATE KRISTEN JACOBSEN FORWARD TO THE NEXT ROUND SAY AYE. ALL THOSE OPPOSED SAY NAY.

MAYOR RYDER VOTED AYE
DEPUTY MAYOR PRATT VOTED AYE
COUNCILMEMBER COX VOTED AYE
COUNCILMEMBER HEARN VOTED AYE
COUNCILMEMBER GREENSTEIN VOTED AYE
COUNCILMEMBER STEADMAN VOTED AYE

Mayor Ryder called for a 5-minute break at 9:22 p.m.
Mayor Ryder resumed the meeting at 9:27 p.m.

SECOND ROUND OF VOTING:

ALL THOSE IN FAVOR OF APPOINTING CANDIDATE LYNDA ZEYMAN TO FILL THE COUNCIL VACANCY SAY AYE. ALL THOSE OPPOSED SAY NAY.

DEPUTY MAYOR PRATT VOTED AYE        COUNCILMEMBER HEARN VOTED NAY
COUNCILMEMBER COX VOTED AYE           COUNCILMEMBER GREENSTEIN VOTED NAY
COUNCILMEMBER STEADMAN VOTED AYE      MAYOR RYDER VOTED NAY

ALL THOSE IN FAVOR OF APPOINTING CANDIDATE STEWART RIDGEWAY TO FILL THE COUNCIL VACANCY SAY AYE. ALL THOSE OPPOSED SAY NAY.

COUNCILMEMBER HEARN VOTED AYE        DEPUTY MAYOR PRATT VOTED NAY
COUNCILMEMBER GREENSTEIN VOTED AYE   COUNCILMEMBER STEADMAN VOTED NAY
                      COUNCILMEMBER COX VOTED NAY
                      MAYOR RYDER VOTED NAY

ALL THOSE IN FAVOR OF APPOINTING CANDIDATE NASACHA NIXON TO FILL THE COUNCIL VACANCY SAY AYE. ALL THOSE OPPOSED SAY NAY.

MAYOR RYDER VOTED AYE        COUNCILMEMBER GREENSTEIN VOTED NAY
                          COUNCILMEMBER STEADMAN VOTED NAY
                          DEPUTY MAYOR PRATT VOTED NAY
                          COUNCILMEMBER COX VOTED NAY
                          COUNCILMEMBER HEARN VOTED NAY
ALL THOSE IN FAVOR OF APPOINTING CANDIDATE KRISTEN JACOBSEN TO FILL THE COUNCIL VACANCY SAY AYE. ALL THOSE OPPOSED SAY NAY.

MAYOR RYDER VOTED NAY
DEPUTY MAYOR PRATT VOTED NAY
COUNCILMEMBER COX VOTED NAY
COUNCILMEMBER HEARN VOTED NAY
COUNCILMEMBER GREENSTEIN VOTED NAY
COUNCILMEMBER STEADMAN VOTED NAY

THIRD ROUND OF VOTING:

ALL THOSE IN FAVOR OF APPOINTING CANDIDATE LYNDA ZEYMAN TO FILL THE COUNCIL VACANCY SAY AYE. ALL THOSE OPPOSED SAY NAY.

MAYOR RYDER VOTED AYE
DEPUTY MAYOR PRATT VOTED AYE
COUNCILMEMBER COX VOTED AYE
COUNCILMEMBER HEARN VOTED NAY
COUNCILMEMBER GREENSTEIN VOTED AYE
COUNCILMEMBER STEADMAN VOTED AYE

Councilmember-elect Lynda Zeman received a majority vote in the third round of voting and will be sworn into office at the Lacey City Council meeting on Thursday, May 9, 2019.

Mayor Ryder adjourned the meeting at 9:43 p.m.

MAYOR: ______________________________________

ATTESTED BY CITY CLERK: _________________

DATE APPROVED: __________________________
CALL TO ORDER: Mayor Ryder called the meeting to order at 7:00 p.m.

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

COUNCIL PRESENT: A. Ryder, C. Pratt, J. Hearn, L. Greenstein, C. Cox, L. Zeman

COUNCIL EXCUSED: M. Steadman

STAFF PRESENT: S. Spence, J. Burbidge, S. Egger, J. Mack, D. Schneider, T. Woo, P. Edmonds

Mayor Ryder requested amending the agenda to add the following items:

- Section 1 – A. Oath of Office for Councilmember-elect Lynda Zeman
- Section 6 – B. Proclamation for Women’s Olympic Marathon Trials Celebration Weekend
- Mayor’s Report – A. Boards and Committee Assignments for Councilmember Zenan
- Mayor’s Report – B. Mayor’s Gala
APPROVAL OF AGENDA AND CONSENT AGENDA:

Consent Agenda Items:
A. Worksession Minutes of April 18, 2019
B. Council Minutes of April 25, 2019
C. A motion to approve payment of claims, wages and transfers for April 17, 2019 through April 30, 2019.

COUNCILMEMBER GREENSTEIN MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. DEPUTY MAYOR PRATT SECONDED. MOTION CARRIED.

DEPUTY MAY PRATT MOVED TO APPROVE THE AMENDED AGENDA AND CONSENT AGENDA. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

OATH OF OFFICE: Dave Schneider, City Attorney, administered the Oath of Office to newly appointed Councilmember Lynda Zeman, serving in Position No. 3.

PUBLIC COMMENT: Troy Kirby with the Pocket Gopher Football Club announced their first home game of the season will be held on Saturday, May 11, at 5:30 p.m. at North Thurston High School.

Jennifer Robertson with the Lacey Library announced the summer program will begin June 1, with the “Universe of Stories” theme.

Richard Bokofsky spoke in favor of the appointment process held on May 7, 2019, for the Council Position No. 3 vacancy.

Kelsey Hulse with Puget Sound Energy announced the Door-to-Door Home Energy
Assessment program, which began on May 6, 2019, and will continue until May 31, 2019.

Isaia Vimoto, Chairman for the Lacey Polynesian Festival, announced their first annual Lacey Poly Fest. The free community event will be held on June 22, 2019, from 10:00 a.m. to 6:00 p.m. at the Regional Athletic Complex (RAC). He noted the rental fee for the RAC is $1,500, and asked Council to wave the fee.

PROCLAMATION:

Mayor Ryder and Council declared May 2019 as Bicycle Commuter Month. Duncan Green with Intercity Transit accepted the Proclamation.

Mayor Ryder and Council declared May 17-19, 2019, as Women’s Olympic Museum Marathon Trials Celebration Weekend. Judy Harman, President, Capital City Marathon Association, accepted the Proclamation.

Deputy Mayor announced the Olympic Trials Legacy Committee will hold a luncheon and dinner on May 17 to celebrate the 35th year the first marathon trials were held here.

RESOLUTIONS:

Resolution 1074 authorizes short-term loans from the Arterial Street Fund to the Transportation Improvement Fund.

The initial cash balances in the recently established Transportation Improvement Fund, which is funded by the voter-approved 0.2 percent Transportation Benefit District sales tax, could be inadequate for the anticipated 2019 construction improvement program. The
sales tax was effective July 1, 2017. Cashflow has been carefully considered. As a result, no projects were included in the 2017 Budget due to cashflow concerns. In 2018, the first street preservation projects were completed. It is expected that the voter-approved sales tax will support $2 million of transportation rehabilitation projects annually.

City staff’s extraordinary ability to secure grant funding for the project is again displayed in the 2019 Budget. The Transportation Improvement Fund budget consists of a $6.5 million College Street and Yelm Highway Pavement Rehabilitation project, which includes a $4.2 million National Highway Performance Grant (Federal Grant). Like most grants, the proceeds will be distributed on a reimbursement basis. The Transportation Improvement Fund will need to make the original contractor payments and incur the original internal construction engineering costs. The City will seek grant reimbursements subsequent to satisfying the original expenses. Due to the scope and size of this project and the fund being recently established, there is a possibility that the cash balances will not be adequate. In the event the incoming sales taxes and cash balances do not provide adequate cashflow, a standby loan authorization would allow timely payment to vendors and maintain positive cash balances in the fund.

It is proposed that short-term loans from the Arterial Street fund are authorized and that the authorization expire on December 31, 2019. Only necessary amounts will be advanced as determined by the Finance Director. The loans will be repaid as cash reserve funds become adequate.
It is requested that the City Council review and adopt the resolution authorizing short-term interfund loans to the Transportation Improvement Fund.

COUNCILMEMBER GREENSTEIN MOVED TO ADOPT RESOLUTION 1074 AUTHORIZING SHORT-TERM LOANS FROM THE ARTERIAL STREET FUND TO THE TRANSPORTATION IMPROVEMENT FUND. COUNCILMEMBER HEARN SECONDED. MOTION CARRIED.

MAYOR’S REPORT: Mayor Ryder recommended appointing Councilmember Zeman to the Community Relations & Public Affairs Committee and Utilities Committee, and be appointed as the primary delegate on HHSC/CIP, Economic Development Council, and Thurston Thrives.

COUNCILMEMBER HEARN MOVED TO APPROVE MAYOR RYDER’S RECOMMENDED APPOINTMENTS FOR COUNCILMEMBER ZEMAN. COUNCILMEMBER GREENSTEIN SECONDED.

Council discussed other options for primary and alternate delegates on the Intergovernmental Boards & Commissions.

COUNCILMEMBER HEARN WITHDREW HIS MOTION.

MOVED AND SECONDED BY MAYOR RYDER AND COUNCILMEMBER GREENSTEIN TO APPOINT COUNCILMEMBER ZEMAN TO THE
COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE AND UTILITIES COMMITTEE; AND MAKE THE FOLLOWING CHANGES TO THE INTERGOVERNMENTAL BOARDS & COMMISSIONS PRIMARY AND ALTERNATE APPOINTMENTS:

COMMUNITY ACTION COUNCIL:
PRIMARY - COUNCILMEMBER STEADMAN
ALTERNATE – COUNCILMEMBER COX

ECONOMIC DEVELOPMENT COUNCIL:
PRIMARY – COUNCILMEMBER ZEMAN

HHSC / CIP:
PRIMARY – COUNCILMEMBER COX
ALTERNATE – COUNCILMEMBER ZEMAN

THURSTON REGIONAL PLANNING COUNCIL:
ALTERNATE: COUNCILMEMBER ZEMAN

THURSTON THRIVES:
PRIMARY – COUNCILMEMBER COX
ALTERNATE – COUNCILMEMBER ZEMAN

MOTION CARRIED.

Mayor Ryder announced the Mayor’s Gala will be held on May 31, 2019, from 6:00 to 9:00 p.m. at South Puget Sound Community College at the Lacey Campus. This is a fundraiser for the Lacey Veterans Services HUB. Tickets are available on the City’s website.
STANDING GENERAL COMMITTEES:

Finance & Economic Development Committee
Mayor Ryder reported the Committee met on April 23, 2019, and discussed the 2019 Budget Amendments, 2019 First Quarter Financial Report, Short-Term Interfund Loan Resolution, and the Estimate of Potential B&O Tax of Manufacturing and Wholesaling.

General Government & Public Safety Committee
Deputy Mayor Pratt reported the Committee met on April 23, 2019, and discussed the Washington State Rating Bureau Survey Results, the Port of Olympia Interlocal Agreement, and received a report on public records activities.

BOARDS & COMMISSIONS:

Mayors’ Forum
Mayor Ryder reported the Mayors met on May 3, 2019, and discussed the County’s proposed new courthouse. The Mayors also discussed inviting the chair of the Thurston County Board of County Commissioners to attend some of the meetings.

Transportation Policy Board
Mayor Ryder reported the Board discussed the Regional Climate Mitigation Plan and adding a business representative to the Board. A subcommittee was formed to review applications. The next meeting will be held at the Lacey Community Center.

LOTT
Deputy Mayor Pratt reported on several items:
- Potential changes to cost of services.
- Public hearing on surplus equipment.
- Reclaimed Water Infiltration Study Update.
- Capital Projects update.
• Executive Session relating to potential litigation.
• Ultraviolet Disinfection Project.

**Olympic Region Clean Air Agency**
Deputy Mayor Pratt reported on several items:
• Approved letters to Congressional delegates relating to increasing the state and local air grants.
• Update on the Gasoline Facility Rule.
• Fiscal Year 2020 Budget.
• April air quality update.

**TCOMM911**
Councilmember Greenstein reported on several items:
• Reviewed 1st quarter financials.
• Additional funding for 911 Centers.
• Repairs to radio system in Yelm.
• Approved update to internal policies.

**Thurston County Coalition Against Trafficking**
Malcom Miller, Director of TCCAT 5-K event, reported on behalf of Councilmember Hearn.
The event was held on April 27, 2019, with had 350 registrations. The event raised over $27,800.

**Intercity Transit**
Councilmember Cox reported the Committee worked on the 2020-2025 strategic plan, and received a presentation on the design of the new building, and authorized the General Manager to sign the security contract.

**Thurston Regional Planning Council**
Councilmember Cox reported on several items:
• Adopted the Public Participation Plan.
• Report on the February integrated emergency management training for public employees and elected officials.
• Reviewed Regional Transportation Plan Goals and Policies.
• Briefed on the progress on implementing the actions of the Sustainable Thurston Plan.

Ad Hoc Committee on Homelessness and Affordable Housing
Councilmember Cox reported they discussed the aspects to be considered for proposing the regional homeless site, and discussed a new spirit of cooperation with County government in order to work together to meet the housing needs of Thurston County.

HHSC / CIP:
Councilmember Cox reported the Committee will meet on May 13, 2019, and will finalize the list of recommended grants for housing and basic needs.

Mayor Ryder adjourned the meeting at 8:25 p.m.

MAYOR: __________________________________________

ATTESTED BY CITY CLERK: ______________________

DATE APPROVED: ______________________________
May 23, 2019

Scott Spence, City Manager
City of Lacey
420 College Street SE
Lacey, WA 98503

Dear Scott:

On April 25, 2019, the City Council concluded its annual performance evaluation of your position as City Manager. This was a requirement of the provisions of your employment agreement with the City dated August 9, 2011.

The evaluation process consisted of a verbal conversation. Congratulations on another successful year as the Lacey City Manager.

Your next performance evaluation will be held in the beginning of 2020. The Council and I look forward to a successful year for our community.

Sincerely,

Andy Ryder, Mayor
City of Lacey
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 5/1/2019 through 5/13/2019. The disbursements consist of the following:

Checks:

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<td>5/10/2019</td>
<td>80,934.58</td>
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Payroll:

Month Ended: Wages

Significant Disbursements:

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<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pape’ Machinery</td>
<td>$100,525.35</td>
<td>Excavator and Trailer</td>
</tr>
<tr>
<td>South Sound Contractors</td>
<td>$190,821.88</td>
<td>College &amp; Yelm Hwy Water Improve.</td>
</tr>
<tr>
<td>LOTT Wastewater Alliance</td>
<td>$1,311,727.38</td>
<td>LOTT Reserve Cap Fees/ERU’s</td>
</tr>
<tr>
<td>North Thurston Pub Sch.</td>
<td>$90,391.60</td>
<td>School Impact Fees</td>
</tr>
<tr>
<td>Puget Sound Energy</td>
<td>$284,232.40</td>
<td>Hogum Bay Road Utilities</td>
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* Disbursements for employee out-of-pocket deductions and employee benefits.
8-A Hearings Examiner Recommendation for Project 18-387 WSDOT & CUP Wetland Development Conditional Use Permit:

Due to the size of this file, the item is available online.
8-B Hearings Examiner Recommendation for Project 18-280 Hawks Prairie Logistics Center Wetland Development Permit and Site Plan Review:

Due to the size of this file, the item is available online.
LACEY CITY COUNCIL
May 23, 2019

SUBJECT:        Community Resilience Resolution

RECOMMENDATION: Approve Community Resilience Resolution

STAFF CONTACT:  Scott Spence, City Manager
                 Jen Burbidge, Parks & Recreation Director

ORIGINATED BY:  City Manager and Parks & Recreation Department

ATTACHMENTS:    1. Community Resilience Resolution
                 2. LMC Chapter 16.21 – Urban Agriculture

FISCAL NOTE:    NONE

PRIOR REVIEW:   The Community & Economic Development Department updated LMC regarding Urban Agriculture in 2011. The Park Board discussed at their October 3, 2018, and February 6, 2019, meetings, and March 22, 2019, Park Board tour. The Community Relations Committee reviewed at their May 6, 2019, meeting.

BACKGROUND:

In 2011, the Community & Economic Development Department updated Lacey Municipal Code Chapter 16.21 - Urban Agriculture, which provides opportunities for Lacey residents to practice farming and gardening on private property.

In 2018, Sustainable South Sound approached the Lacey Board of Park Commissioners with an interest in Lacey City Council passing a Community Gardening resolution. One of the objectives of Sustainable South Sound is to promote a local food system that is locally just and ensures resources are maintained for future generations. Sustainable South Sound can be available to help with guidance for community gardening, and provide some assistance with initial set up of gardens.
Due to the fact that Community Gardening is on the 2019 Lacey Park Board work plan, and that Sustainable South Sound would like to partner in this effort, the topic was discussed at the October 3, 2018, and February 6, 2019, Park Board meetings. Lacey Parks and Recreation, and Public Works Departments don’t currently have resources to operate community gardens, and therefore partnerships must be formed. The Park Board would like to support and allow community gardening on park property once a proper agreement is put in place. On March 22, 2018, Park Board members took a tour with Public Works and Parks and Recreation staff to identify feasible locations to partner with outside groups to provide community gardens or food forests. Staff will bring the policy and application process before Park Board for approval at an upcoming meeting.

The Community Relations Committee reviewed the Community Resilience Resolution and recommended it go to full council for approval.

ADVANTAGES:

1. Helps develop diversified parks that encourage social interaction, cultivate community spirit, and strengthen livability of Lacey as identified in the 2017 Parks & Recreation Comprehensive Plan.

2. Provides opportunities for Lacey residents to practice farming and gardening.

3. Promotes a local food system.

4. Supports the importance of long-term sustainability.

DISADVANTAGES:

1. No disadvantages foreseen.
RESOLUTION 1075

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, CONCERNING COMMUNITY RESILIENCE THROUGH THE IMPLEMENTATION AND PRESERVATION OF URBAN AGRICULTURE AND COMMUNITY FARMING WITHIN CITY LIMITS.

WHEREAS, In 2011 the City of Lacey Planning Commission developed the City of Lacey’s Urban Agriculture LMC subsequently adopted by the Lacey City Council; and

WHEREAS, a sustainable community takes a systems perspective and recognizes that people, nature, and the economy are all affected by their actions; and

WHEREAS, the City of Lacey supports community farming on both public and private property, and will establish procedures and partnerships which lead to community resilience, sustainability, and access to healthy foods through urban agriculture for the benefit of Lacey residents; and

WHEREAS, urban agriculture takes many forms such as community gardens, edible trails, food forests, etc., and builds community coherence, and volunteers who come together to create gardens; and

WHEREAS, urban agriculture provides opportunities for people to invest in their community, and take pride in accomplishment and achievement; and

WHEREAS, community farming provides food justice; easy access to healthy, seasonal food for people of all economic backgrounds, improving nutrition and food security among residents; and

WHEREAS, urban agriculture provides exercise opportunities such as garden labor, and promotes mental health; and

WHEREAS, urban agriculture contributes to the preservation of, access to, and use of open space, vacant lots; and

WHEREAS, the 2017 Parks & Recreation Comprehensive Plan put forward the goal to develop diversified parks that encourage social interaction, cultivate community spirit, and strengthen the livability of Lacey; and
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON:

SECTION 1. The City of Lacey hereby supports the creation of urban agriculture and community farming and will establish policies, goals and procedures to support the vision of sustainability.

SECTION 2. The City of Lacey will work with non-profit organizations, gardeners and neighborhood groups to identify public and private land suitable for community gardens.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 23rd day of May, 2019.

CITY COUNCIL

BY: ____________________________
    Mayor

Attest:                        Approved as to form:

______________________________
City Clerk                      City Attorney
SUBJECT: Proposed ordinance providing limited-term extension of the existing cable television franchise with Comcast Cable Communications Management, LLC.

RECOMMENDATION: Upon review and concurrence, adopt the proposed ordinance extending Lacey’s franchise agreement with Comcast.

STAFF CONTACT: Scott Spence, City Manager
Stephen Kirkman, Public Affairs Manager

ORIGINATED BY: Public Affairs Department

ATTACHMENTS: 1. Ordinance Extending Cable Television Franchise with Comcast Cable Communications Management LLC

FISCAL NOTE: None

PRIOR REVIEW: Utilities Committee on May 6, 2019

BACKGROUND:
In 2009, the City of Lacey approved Ordinance No. 1325, granting a non-exclusive cable television franchise to Comcast of Washington IV, Inc. (now Comcast Cable Communications Management), to operate and maintain a cable communications system within the City. The effective term of the franchise concluded on May 5, 2019.

In March of 2018, the City of Lacey entered into an interlocal agreement with Thurston County and the cities of Olympia and Tumwater to share in the cost of hiring a cable franchise consultant to assist with negotiating new franchise agreements with Comcast Cable Communications Management. The parties are in negotiations on the new agreements.

Additional time is required to complete the negotiations process. The proposed ordinance would extend the term of Lacey’s existing franchise with Comcast Cable Communications Management to December 31, 2019.
ADVANTAGES:

1. The extension provides time to complete a new franchise with Comcast Cable Communications Management.
2. The extension continues existing legal framework for Comcast Cable Communications Management to locate and operate cable related services within city rights-of-way.

DISADVANTAGES:

1. No disadvantages are foreseen by this proposal.
ORDINANCE NO. __________

CITY OF LACEY

AN ORDINANCE EXTENDING THE CURRENT CABLE TELEVISION FRANCHISE WITH COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC., AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, by Ordinance No. 1325, the City of Lacey granted a non-exclusive cable television franchise to Comcast of Washington IV, Inc., to operate and maintain a cable communications system within the City; and

WHEREAS, the term of such franchise, now held by Comcast Cable Communications Management, LLC., concluded on May 5, 2019; and

WHEREAS, the City of Lacey, together with Thurston County and the cities of Olympia and Tumwater, have engaged a consultant to negotiate new franchise agreements for the four jurisdictions; and

WHEREAS, the parties are still in the process of completing those negotiations and preparing new franchise agreements;

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

Section 1: The term of the franchise granted by the City of Lacey to Comcast Cable Communications Management, LLC., is hereby extended to December 31, 2019.

Section 2: This ordinance shall be effective 5 days after its passage and publication or upon the date of its written acceptance by Comcast Cable Communications Management, LLC., whichever shall last occur.

Section 3: The Summary of this ordinance, which is attached hereto, is hereby approved for publication.
PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,

WASHINGTON, this _______________ day of _____________________, 2019.

CITY COUNCIL

COMCAST CABLE COMMUNICATIONS
MANAGEMENT, LLC, hereby accepts the franchise extension, as set forth above.
Dated this __________ day of _____________________, 2019

By: ____________________________
   Mayor

Attest:

By: ____________________________

City Clerk

Approved as to form:

City Attorney
The City Council of the City of Lacey, Washington, passed on _______________, Ordinance No. _____, entitled “AN ORDINANCE EXTENDING THE CURRENT CABLE TELEVISION FRANCHISE WITH COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC., AND APPROVING A SUMMARY FOR PUBLICATION.”

The main points of the Ordinance are described as follows:

1. Comcast Cable Communications Management, LLC., currently holds a non-exclusive cable communications franchise with the City of Lacey which was effective through May 5, 2019. The City, together with Thurston County and the cities of Olympia and Tumwater, have been negotiating new Franchise Agreements with Comcast, and need additional time to complete those negotiations. Therefore, this Ordinance extends the City’s existing franchise until December 31, 2019, to allow time for completion of a new agreement.

2. 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: _________________, 2019.
SUBJECT: On-Site Lift Station Generators

RECOMMENDATION: Motion to award Lacey Contract Number PW 2019-01 to low bidder Northeast Electric LLC from Woodland, Washington in the amount of $720,694.69.

STAFF: Scott Spence, City Manager Scott Egger, Public Works Director Peter Brooks, Water Resources Manager Teri O’Neal, Senior Utility Engineer Tyson Poeckh, Project Administrator Jessica Wilson, Utility Engineer

ORIGINATED BY: Public Works Department

ATTACHMENTS: NONE

FISCAL NOTE: The On-Site Lift Station Generators project was anticipated and funding for the project is provided through fund source WW18GE, 411-3518-535.90-13, and the project is within budget.

PRIOR REVIEW: N/A

BACKGROUND:

This contract provides for the construction of standby generator improvements at seven (7) lift stations, including Lift Station 4, Lift Station 5, Lift Station 8, Lift Station 11, Lift Station 17, Lift Station 24, and Lift Station 27. Standby generator improvements at each lift station include provision and installation of a standby generator, automatic transfer switch, service entrance disconnect, and concrete generator pad. At Lift Station 27, a salvaged standby generator will be provided by the City for installation by the Contractor.
The project was advertised for three weeks and bids were opened May 10, 2019. Three (3) bids were received. The 3 bids ranged from a low of $720,694.69 to a high of $982,279.10. The Engineer’s Estimate is $646,509.50. A Bid Summary Sheet is included below.

Northeast Electric LLC is qualified and capable of performing the work. The start date of the project is anticipated to be the middle of June and there are 160 working days allotted for the project to be completed.

ADVANTAGES:

1. On-site generators will allow the seven lift stations to operate uninterrupted during power outages without consuming large amounts of staff time.

2. The salvaged generator from Lift Station 29 will be re-used for this project.

DISADVANTAGES:

1. There may be traffic delays during construction.

CITY OF LACEY
On-Site Lift Station Generators
PW 2019-01

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>LOCATION</th>
<th>BID</th>
<th>POS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast Electric LLC</td>
<td>Woodland WA</td>
<td>$720,694.69</td>
<td>1</td>
</tr>
<tr>
<td>Pape &amp; Sons Construction Inc</td>
<td>Gig Harbor, WA</td>
<td>$748,300.59</td>
<td>2</td>
</tr>
<tr>
<td>Nova Contracting</td>
<td>Olympia, WA</td>
<td>$982,279.10</td>
<td>3</td>
</tr>
</tbody>
</table>

ENGINEER’S ESTIMATE $646,509.50
PROJECT LOCATIONS:
SUBJECT: Long Lake Park Beach Rules Update

RECOMMENDATION: Final approval Long Lake Park Beach Rules

STAFF CONTACT: Scott Spence, City Manager
Jen Burbidge, Parks and Recreation Director
Jenny Wilson, Aquatics Recreation Supervisor

ORIGINATED BY: Parks and Recreation Department

ATTACHMENTS: 1. Long Lake Park Beach Rules
2. Long Lake Park Beach Rules – Redline Version

PRIOR REVIEW: Park Board reviewed and approved the updated rules at the May 1, 2019 meeting.

BACKGROUND

In early 2019, a professional, aquatic-safety consultant was hired to assess the beach, dock, and swimming area at Long Lake Park. Based on the consultant’s recommendations, several safety improvements will be implemented. The most significant change will be removing the dock prior to the 2019 swim season.

In preparation for the changed swim area, the beach rules need to be updated to reflect the new beach configuration. In addition, the aquatic-safety consultant suggested adding some rules and cautionary information for public education.

The Park Board unanimously approved the amended Long Lake Park Beach rules at the May 1, 2019, meeting. The rules are filed with the city clerk, and certified by the Parks & Recreation Director per LMC 2.44.060 Rules and Regulations and 2.44.030 Organization—Records.

Recommendation is final approval of the Long Lake Park Beach Rules.
ADVANTAGES:

1. Rules will be updated to fit with safety improvements at the facility.
2. New rules allow more flexibility for use of floats and life jackets.
3. New rules allow patrons to bring portable BBQs, which was not allowed before at this site

DISADVANTAGES:

1. Public education on new rules will be necessary.
2. Although minimal, cost of new signage
LONG LAKE PARK
BEACH RULES AND REGULATIONS

Any person who refuses to obey park rules or direction from the lifeguards, or commits any unlawful act within a park owned by the City of Lacey may be trespassed from all city owned or jointly owned parks for a period of up to one year.

<table>
<thead>
<tr>
<th>Watch Children Closely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth water safety is a shared responsibility of parents or guardians and lifeguards. Lifeguards often have many swimmers to watch and close parent or guardian supervision is the best way to prevent water-related emergencies.</td>
</tr>
<tr>
<td>• An adult must be in the water and within reach of children 6 years old or younger.</td>
</tr>
<tr>
<td>• One responsible adult should supervise no more than five children.</td>
</tr>
<tr>
<td>• Guardians must closely supervise children 12 years old or younger.</td>
</tr>
</tbody>
</table>

| • Anyone age 7-18 must pass a swim test to go beyond the shallow water buoy line, unless: |
|   o A supervising adult is in the water and within constant reach. |
|   o A properly fitted U.S. Coast Guard approved lifejacket is worn. |
| • No rough play. |
| • No vulgar or offensive language. |
| • No large flotation devices allowed in the swim area. Small flotation devices must remain within the shallow water buoy line. |
| • No use of tobacco, vaping, or consumption of alcohol or any controlled substances. |
| • No throwing rocks or other dangerous objects. |
| • No standing/sitting on float lines. |
| • Swim in designated area only. |
| • No entry into small craft launch area unless launching or returning. |
| • No animals in the swim area or on the beach. Animals in other areas of the park must be on a leash. |
| • No feeding or chasing the wildlife. No fishing. |
| • No glass or fires. |
| • Portable barbecues in designated area only while under constant adult supervision. No charcoal briquettes. |
| • No pop up tents allowed. |

Cautionary Information
| • Be careful at all times. |
| • Always swim with a friend. |
| • Night swimming is prohibited. |
| • U.S. Coast Guard approved flotation devices are recommended. |
| • Hazards may exist: vegetation, drop-offs, rocks, sharp objects, deep water and poor water quality. Conditions are not monitored outside the swim area. |
| • Avoid swallowing the lake water. The lake water has bacteria you cannot see that can be harmful to you. |
| • Wear swim diapers if not toilet trained. |
| • If you hear thunder or see lightning, do not remain in the water. Seek shelter in your vehicle. |
The above stated park rules and regulations are hereby certified to be the true rules and regulations adopted by the Parks & Recreation Department Board of Commissioners to govern and control parks, parkways, playgrounds or other recreational facilities owned, operated or used for recreational purposes by the City of Lacey.

Jennifer Burbidge, Parks & Recreation Director

The above stated park rules and regulations are approved by the City Council on this 23rd day of May, 2019 and, pursuant to Section 2.44.060 and 2.44.070 of the Lacey Municipal Code are effective as rules and regulations adopted pursuant to Chapter 2.44 of the Lacey Municipal Code as fully as though set forth in said code at length.

Signed this ___ day of _________________, 2019.

______________________________
Andy Ryder, Mayor
LONG LAKE PARK
BEACH RULES AND REGULATIONS

Any person who refuses to obey park rules or direction from the lifeguards, or commits any unlawful act within a park owned by the City of Lacey may be trespassed from all city owned or jointly owned parks for a period of up to one year.

Watch Children Closely

Youth water safety is a shared responsibility of parents or guardians and lifeguards. Lifeguards often have many swimmers to watch and close parent or guardian supervision is the best way to prevent water-related emergencies.

- An adult must be in the water and within reach of any youth under age 6 years old or younger.
- One responsible adult should supervise no more than five children.
- Guardians must closely supervise children 12 years old or younger.

Anyone age 7-18 must pass a swim test is required for anyone under age 18 to swim beyond the shallow water buoy line, unless:
  - A supervising adult is in the water and within constant reach of the child.
  - A properly fitted U.S. Coast Guard approved lifejacket is worn.

- Youth wearing personal floatation devices (lifejackets) must remain within the shallow water buoy line unless a supervising adult is in the water and within constant reach of the child.

- Dock Rules: No running, pushing, dunking, throwing others, diving, flips, back dives/jumps. No standing, sitting or jumping from railing.

- No rough play.

- No vulgar or offensive language.

- No large flotation devices allowed in the swim area. Small flotation devices must remain within the shallow water buoy line.

- No use of tobacco, vaping, or consumption of alcohol or any controlled substances.

- No throwing rocks or other dangerous objects.

- No standing/sitting on float lines.
• Swim in designated area only.  **No swimming under the dock.**

• No entry into small craft launch area unless launching or returning.

• No animals in the launch/swim area or on the beach, dock, gravel/sand swim area. Animals in other areas of the park must be on a leash.

• No feeding or chasing the wildlife.  No fishing.

• **No glass or fires or barbeques.**

• **Portable barbecues in designated area only while under constant adult supervision. No charcoal briquettes.**

• **No skinny dipping or nudity.**

• **No pop up tents allowed.**

**Cautionary Information**

• Be careful at all times.
• Always swim with a friend.
• **Night swimming is prohibited.**
• U.S. Coast Guard approved flotation devices are recommended.
• Hazards may exist: vegetation, drop-offs, rocks, sharp objects, deep water and poor water quality. Conditions are not monitored outside the swim area.
• Avoid swallowing the lake water. The lake water has bacteria you cannot see that can be harmful to you.
• Wear swim diapers if not toilet trained.
• If you hear thunder or see lightning, do not remain in the water. Seek shelter in your vehicle.
AGENDA AMENDED TO INCLUDE PROPOSED ORDINANCE PROVIDING LIMITED-TERM EXTENSION OF THE EXISTING CABLE TELEVISION FRANCHISE

ACTION: APPROVE UTILITIES COMMITTEE AMENDED AGENDA

MOTION: MOTION MADE, SECONDED AND CARRIED BY COUNCILMEMBERS HEARN AND STEADMAN

WATER/WASTEWATER SCADA COMMUNICATIONS

STAFF: ED ANDREWS, WATER SUPERVISOR
       LANCE SPONBERG, SENIOR UTILITIES CONTROL TECHNICIAN

ACTION: INFORMATION ONLY

The water treatment program operates, maintains, and repairs the following water system facilities:

- Hawks Prairie water treatment facilities Source 19 & Source 31
- Source 07 ATEC
- Source 04 Corrosion Control
- (4) Onsite chlorine generation facilities
- (19) water disinfection/chlorination facilities

All production wells must meet the State of Washington requirements for detectable free chlorine disinfection residual throughout the distribution system.

The Hawks Prairie water treatment facility uses four green sand filters and a serpentine basin to remove iron, manganese and hydrogen sulfide. The collected iron and manganese is backwashed into a basin. The filter backwash water is treated with a polymer to settle out the solids and is then recycled through the head works. The sub-floor serpentine basin removes the ammonia and hydrogen sulfide.
Source 07 uses potassium permanganate for peroxidation and chlorine for filter media regeneration. Fourteen pressure filter vessels use pyrolucite media. There is a backwash pump station that pumps to LOTT. There is a sodium hypochlorite generation system onsite with two 500-gallon storage tanks.

Source 04 raw water had 100,000 pounds of sodium hydroxide added last year to increase the PH from 6.3 to 7.6. The State requirement is greater than 7.0. All production wells require sodium hypochlorite injection to maintain a State required system-wide free chloride residual.

Councilmember Hearn inquired about Ransomware protection for the SCADA system. Staff confirmed that everything is currently on the City’s network and therefore inherits the City’s security and disaster recovery.

Staff confirmed that the data radios currently in use are no longer supported, and the installation of Verizon equipment is up and coming, which would also be integrated onto the City’s network and assist with security.

**Sleater-Kinney Road Slip Line Project**

**Staff:** Aubrey Collier, Design and Construction Manager  
**Action:** Information Only

Aubrey presented the completion of the small works project where the City rehabilitated 2,000 feet of 12” and 15” pipe after severe corrosion was identified.

The project deployed trenchless rehabilitation, where existing pipe received a new interior lining, without digging up any of the roadway. The materials used are designed for a 50-year service life, which is considered a permanent fix.

New technology was used for this project consisting of materials using UV cured instead of thermal (water/steam) cured. UV cured material is a thicker and stronger material that also has a much quicker curing time.

Once in place, the lining material is blown up with air and UV lights on wheels are put into the sewer main and slowly pulled through the main to cure the pipe. Once cured, sewer laterals are re-established by going back through the pipe and cutting holes for the laterals using exact measurements. This process is ideal for projects that just need strengthening and do not require adjustments to capacity.
The Utility Billing Department plans to expand the services provided by the current merchant services provider to improve the utility billing customer experience. This expansion will improve customer service by improving the Interactive Voice Response (IVR) and online payment experience.

In 2017, in an effort to improve compliance with the Payment Card Industry Data Security Standard (PCI DSS), the City implemented the current Interactive Voice Response (IVR) service with its existing lockbox service provider. The current IVR service is basic and has recently had some reliability issues. The basic nature of the service does not provide customers with detailed account information that they have been requesting. In addition, the current IVR service is not able to remit bill payments within 24-hours. It is a basic accounting best practice that payments be deposited within a 24-hour period. This is a common challenge for third-party payment processors. The new service will allow for real time review of payments, which could improve the turnaround time for deposits. During 2018, over 20,000 payments (1,700 per month) were received through the IVR service.

The City’s online payment is overdue for an update. The City’s enterprise resource planning software is currently providing the online utility payment service. It is basic and does not provide the information that customers expect. In addition, navigation is difficult and not user friendly. The City has limited ability to change or provide additional information to the payment webpage. For example, the software was not able to add a second donation section for the Lacey Food Bank. The current service does not allow customers to see their bill from the website, which has led to confusion and frustration. There is an optional service that will allow for online bill presentation, so that customers can review their bills while processing their monthly payments. During 2018, almost 94,000 payments (7,800 per month) were received through the City’s online payment webpage.

The new service will have options to automate and improve past-due collection efforts with auto calling for disconnection notices, water outage alerts, and waterline flushing notifications. Staff intends to review the past due procedures and will make recommendations to any additional services.

Overall, there will be additional costs for the improved IVR and online payment services. It is estimated IVR costs will be reduced by $300 per month and e-pay...
options will be reduced by $200 per month. However, additional costs will be incurred for the upkeep and maintenance of the new web portal. The monthly cost will increase from $1,210 per month to $6,650 per month. The bill presentment option will cost an estimated $1,200 per month. Together these services cost an additional $72,000 annually.

This report is intended to provide information about utility billing customer service improvements, so no action is requested.

**2019 WATER SHORTAGE RESPONSE PLAN**

**STAFF:** EMILY WATTS, WATER RESOURCES SPECIALIST  
LINSEY FIELDS, WATER RESOURCES SPECIALIST  
**ACTION:** INFORMATION ONLY

This Water Shortage Response Plan (WSRP) provides operating procedures to be implemented by the City of Lacey Water Utility in the event of a weather-related water shortage, natural or human-caused disaster, or other water system operating emergency.

The objective of the WSRP is to establish procedures for managing water supply and demand in times of shortage. The WSRP identifies the range of demand reduction actions that are available and defines the mechanism(s) by which decisions will be made during a shortage event. Since each situation has unique characteristics, the WSRP cannot address all of the possible scenarios, or all of the supply and demand management actions that are appropriate to a given situation. For this reason, the WSRP is intended as a framework of actions that will be tailored to meet the specific needs of a shortage situation. It is the goal of the WSRP to maintain essential public health and safety services, and minimize adverse impacts on the local economy, the environment, and the lifestyle of the City’s water customers.

The present possible production (P3) is the maximum well pumping time of 22 hours per day, which is based on the available standby and operational reservoir storage capacity of the water system in millions of gallons per day.

For the annual period beginning June 1, 2019, the present possible production (P3) is 17.5 Million Gallons per Day.
CABLE TELEVISION FRANCHISE

STAFF: STEVE KIRKMAN, PUBLIC AFFAIRS MANAGER

ACTION: MOTION TO APPROVE PROPOSED ORDINANCE PROVIDING LIMITED-TERM EXTENSION OF THE EXISTING CABLE TELEVISION FRANCHISE WITH COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC AND FORWARD TO THE CITY COUNCIL FOR CONSIDERATION.

ACTION: MOTION MADE, SECONDED, AND CARRIED BY COUNCILMEMBER STEADMAN AND COUNCILMEMBER HEARN TO APPROVE PROPOSED ORDINANCE PROVIDING LIMITED-TERM EXTENSION OF THE EXISTING CABLE TELEVISION FRANCHISE WITH COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC AND FORWARD TO THE CITY COUNCIL FOR CONSIDERATION.

In 2009, the City of Lacey approved Ordinance No. 1325, granting a non-exclusive cable television franchise to Comcast of Washington IV, Inc. (now Comcast Cable Communications Management), to operate and maintain a cable communications system within the City. The effective term of the franchise concluded on May 5, 2019.

In March of 2018, the City of Lacey entered into an interlocal agreement with Thurston County and the cities of Olympia and Tumwater to share in the cost of hiring a cable franchise consultant to assist with negotiating new franchise agreements with Comcast Cable Communications Management. The parties are in negotiations on the new agreements.

Additional time is required to complete the negotiations process. The proposed ordinance would extend the term of Lacey’s existing franchise with Comcast Cable Communications Management to December 31, 2019.
COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE MINUTES
MAY 6, 2019
11:00 A.M. – 11:53 A.M.

COUNCIL PRESENT: CHAIR MICHAEL STEADMAN, COUNCILMEMBER CAROLYN COX

STAFF PRESENT: SCOTT SPENCE, DAVE SCHNEIDER, JENNIFER BURBIDGE, STEVE KIRKMAN, RICK WALK, TROY WOO, JOHN KOCH, JASON SIMMONDS, JENNY WILSON, ELISSA FONTAINE

AGENDA AMENDED TO INCLUDE MCALLISTER PARK UPDATE

ACTION: APPROVE AMENDED COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE AGENDA

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

LONG LAKE PARK PROJECT

STAFF: JEN BURBIDGE, PARKS & RECREATION DIRECTOR

ACTION: INFORMATION ONLY

The City of Lacey and its Parks and Recreation Department’s top priority is to ensure the safety and enjoyment of its parks and recreational areas for all parks users. Due to concerns about the safety of Long Lake Park’s swimming area, the City hired a professional, aquatic-safety consultant to assess the beach, dock, and swimming area and provide recommendations for park improvements.

Based on the consultant’s recommendations, the City will make some changes to Long Lake Park prior to the 2019 swim season to continue to meet their goal of providing safe parks. The changes include installing an additional security camera, special police detail, and removing the dock and underwater safety hazards (i.e. logs; cement blocks; and large, tangled bunches of geotextile fabric) due to risk.

Although the dock will no longer be available, park visitors can still enjoy access to the water from the shore. The small watercraft (such as kayaks and paddleboards) and launch area, will also remain.

The second phase of the consultant’s assessment will include a Conceptual Site Plan for possible future park improvements and amenities. The City will continue to
maintain community outreach and education and expects the plan to be available in early May.

**Parksploration Video Series**

**STAFF:** JEN BURBIDGE, PARKS & RECREATION DIRECTOR  
**ACTION:** INFORMATION ONLY

Staff presented a video highlight about Parksploration (Parks and Exploration), specifically Huntamer Park, to increase public outreach and education. The City’s goal is to create a video highlight for each park and provide links on the City website and social media.

**Wonderwood Park Playground Equipment Replacement – Public Outreach**

**STAFF:** JEN BURBIDGE, PARKS & RECREATION DIRECTOR  
**ACTION:** INFORMATION ONLY

The City of Lacey Parks and Recreation Department invited the community to vote on three potential options of new playground equipment, scheduled for installation in Wooderwood Park in 2019. The City will accept public input from Monday, May 6 through Friday, May 10, 2019. Wonderwood Park’s current playground equipment is the oldest in the City’s inventory.

Residents can vote on the final three options of new playground equipment by taking an online survey or by visiting the Parks & Recreation Department at Lacey City Hall during normal business hours.

No further review is needed by the City once the public makes a final selection. Installation of the final selection is planned for July, which will include partial area closures.

Staff will report back and share results with the committee regarding which option the public selected.
The City has received almost 100,000 acts of compassion to date and is looking for Council feedback on how to celebrate using public art. The intent is that the art would be complimentary to a park and potentially something that would be expanded with public involvement.

Councilmembers Steadman and Cox agreed they would like to see a committee formed to determine and present the best options. Councilmember Cox volunteered to be a part of the committee and stated she would like to see the number 100,000 incorporated as much as possible as a part of the project. Staff confirmed the celebration was scheduled for June and that they could possibly present the committee at that time.

Councilmember Steadman confirmed he liked the tile work example provided because there are no tripping hazards and stated he would like to see the first piece of art in a very public place so that it engages the community and brings awareness.

In 2011 the Community & Economic Development Department updated Lacey Municipal Code Chapter 16.21 - Urban Agriculture which provides opportunities for Lacey residents to practice farming and gardening on private property.

In 2018, Sustainable South Sound approached the Lacey Board of Park Commissioners with an interest in Lacey City Council passing a Community Gardening resolution. One of the objectives of Sustainable South Sound is to promote a local food system that is locally just and ensures resources are maintained for future generations. Sustainable South Sound can be available to help with
guidance for community gardening, and provide some assistance with initial set up of gardens.

Due to the fact that Community Gardening is on the 2019 Lacey Park Board work plan, and that Sustainable South Sound would like to partner in this effort, the topic was discussed at the October 3, 2018 and February 6, 2019 Park Board meetings. Lacey Parks and Recreation, and Public Works Departments don’t currently have resources to operate community gardens, and therefore partnerships must be formed. The Park Board would like to support and allow community farming on park property once a proper agreement is put in place. On March 22, 2018 Park Board members took a tour with Public Works and Parks and Recreation staff to identify feasible locations to partner with outside groups to provide community gardens or food forests. Staff will bring the policy and application process before Park Board for approval at an upcoming meeting.

It was suggested that Community Relations Committee review the Community Resilience Resolution and a recommendation could be approved at an upcoming City Council meeting.

Staff confirmed GRUB is not currently interested in collaborating but possibly in the future.

**McAllister Park Update**

**STAFF: JENNIFER BURBIDGE**

**ACTION: INFORMATION ONLY**

Staff presented a power point relating to the Disc Golf course proposal for McAllister Park.

Staff advised there are already temporary golf cages in place for the Fall and Spring tournaments. Currently, one tournament remains for the year 2019.

A high volume of public comment has been received, both for and against the Disc Golf course. Public comment from the neighborhoods expressed concerns regarding parking, safety, and open spaces no longer being available for resident use.

A Disc Golf course in the McAllister Park space would offer an 18 hole “Gold” level course, which is considered more rare, and enhances multi-use.