

BOARD OF PARK COMMISSIONERS AGENDA

Wednesday, April 6, 2022 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 at the Council Chambers at Lacey City Hall located at 420 College St SE. The public may also view the meeting by visiting a link, or call in and listen via telephone:

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

<https://us02web.zoom.us/j/82068695119>

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 - when prompted enter Webinar ID

press # (*participant ID not required*) 820 6869 5119

Public comments may be submitted by email to ssmith@ci.lacey.wa.us. Emailed comments will be included in the next available Park Board packet, but will not be addressed during the meeting. Public comments may also be made at the Zoom meeting via audio or in person at City Hall.

1. Call meeting to order
2. Addition or deletions to the agenda **(Action)**
3. Announcements & Introductions
4. Approval/Correction of March meeting minutes **(Action)**
5. Correspondence
6. Citizen/Public Comment
7. Old Business
 - a) Greg Cuoio Park Phase 1a
 - b) COVID-19 Update
 - c) Park Board Rules of Procedure **(Action)**
8. New Business
 - a) Annual Report **(Action)**
 - b) Recreation Programs Assessment
 - c) Comprehensive Plan Public Involvement Plan DRAFT
9. Director's Report
 - a) Staff Presentation –
 - b) Sports Commission
 - c) Programs & Special Events – Sue Falash
 - d) Construction Project Updates
 - e) Planning
 - f) Grants & Budget
 - g) Volunteers
 - h) Miscellaneous
10. Commissioner's Report
11. Chair's Report
12. Committee Reports
13. Adjourn

BOARD OF PARK COMMISSIONERS MINUTES

Wednesday, March 2, 2022 5:30pm, via Zoom

Present:

Sarah Daniels, Kamber Good, Wendy Goodwin, Gary Larson (*arrived 5:40 p.m.*), Dave Weber, Aram Wheeler

Excused: Declan Line

Staff: Jen Burbidge, Desiree Atkin, and Sarah Smith

Public: None

The meeting was called to order at 5:30 pm, by Chair, Aram Wheeler.

Additions or deletions to the Agenda

Chair Wheeler made a motion change the phrase “Park Board Bylaws” to “Park Board Rules of Procedure” for Item 8a and Commissioner Kirby seconded. Motion carried.

Announcements & Introductions

Commissioner Dave Weber introduced himself to the Park Board and the public.

Minutes

Commissioner Daniels made a motion to approve the January 5, 2022 minutes, and Chair Wheeler seconded. Motion carried.

Correspondence

Ms. Jennifer Burbidge updated the Commissioners on emails received and correspondence with the City Council. Ms. Burbidge advised the RAC policies are being reviewed by the Commission on Equity and will come back to Park Board for review.

Citizen/Public Comments on Items not on the Agenda

None

Old Business

- a) Greg Cuoio Park & Greenways Master Plan – Ms. Burbidge reported the Phase 1A design contract will go before City Council at their March 3, 2022 meeting for approval. The Commission reviewed the details of Phase 1A and the trail connections being considered.
- b) 2022 Work Plan Updates – Ms. Burbidge reviewed two new work plan items that were added per the February Joint Park Board / City Council Worksession; Greg Cuoio Park Phase 1A Design & Financial Plan and Greg Cuoio Park Phase 1A Construction for Park Board approval.

Chair Wheeler made a motion to approve the updated 2022 Work Plan and Commissioner Good seconded. Motion carried.

- c) COVID-19 Update – Ms. Burbidge announced the Governor’s statement that face coverings will no longer be required indoors, but we are awaiting city guidance for our policy.
- d) Long Lake Park Adjacent Property Update – Ms. Burbidge confirmed the owners intend to sell and the Park Board recommendation for purchase was shared with City Council.
- e) 2022 Park Board Commissioner Directory – Ms. Burbidge provided a copy of the updated directory for the commissioners’ records.

New Business

- a) Park Board Rules of Procedure – Ms. Burbidge provided background on the Park Board Rules of Procedure including guidance on general commissions policies and guidelines. Commissioners agreed to delay action on this item until the April Park Board meeting to allow more time for review
- b) Parks, Culture & Recreation 2023 Comprehensive Plan Update – Ms. Sarah Smith reviewed the current timeline for the Comprehensive Plan and benchmarks that can be anticipated.
- c) Annual Report Park Board Message – Ms. Burbidge reviewed the Park Board Message draft needed for the annual report. Commissioner Daniels provided edits to the message.

Chair Wheeler motioned to approve the message as amended and Commissioner Good seconded. Motion carried.

Director’s Report

- a) Staff Presentation – Ms. Desiree Atkin presented information about her role and programs.
- b) Sports Commission update – No updates.
- c) Programs & Special Events – Ms. Burbidge reviewed upcoming parks and summer events.
- d) Construction Updates – No updates.
- e) Planning – Ms. Smith presented several slides with information on splash pad playgrounds.
- f) Grants & Budgets – Ms. Burbidge informed the Park Board applications will be submitted for multiple Recreation Conservation Office grants.
- g) Volunteers – No updates.
- h) Miscellaneous. – No updates.

Commissioner’s Report

No Report

Chair’s Report

No Report

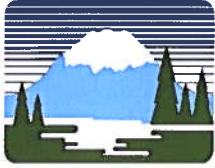
Committee Reports

- a) PARC Foundation. No report

Adjourn

Meeting adjourned at 6:57 pm.

Next meeting: Wednesday April 6, 2022 at 5:30pm via Zoom unless hybrid meetings are allowed by then.



Shaping
our community
together

CITY
OF **LACEY**

420 COLLEGE ST SE
LACEY, WA 98503

CITY COUNCIL
ANDY RYDER
Mayor
MALCOM MILLER
Deputy Mayor

LENNY GREENSTEIN
MICHAEL STEADMAN
CAROLYN COX
ED KUNKEL
ROBIN VAZQUEZ

CITY MANAGER
SCOTT SPENCE

March 8, 2022

Jeremy Taylor-Sparks
7173 Radius Loop SE
Lacey WA 98513

Dear Jeremy:

Thank you for meeting with us and sharing your feedback about the City's allocation process. The City will use your feedback to make improvements so we can be even more accountable than we already are.

We want you to know we heard you, and we are committed to reviewing policy and clarifying our process. The updated RAC Policy Manual is scheduled to go before the Commission on Equity on April 25, 2022 for review and then on to the Board of Park Commissioners for final review before updating the policies.

To memorialize our conversation, we would like to provide you with a 2023 tournament allocation at the RAC during peak season (sometime between mid-March and mid-October). We won't be able to set the date quite yet because the 2022 peak season has not occurred yet, and we'll need to review that season first.

Thanks again for the feedback as we are always trying to make our process improved and in line with other facilities of the RAC's type.

Sincerely,

Jen Burbidge
Director



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7a



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Greg Cuoio Park & Greenways Master Plan Final Copy

To access the Final Copy, go to <http://www.ci.lacey.wa.us/GCPGMP>

Under the MASTER PLAN heading, you will find a link which will take you to the Final Master Plan.

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Boards and Commissions

Standards, Protocols, and Ground Rules Handbook

To access this handbook:

<http://www.ci.lacey.wa.us/city-government/city-council/city-council-2/boards-commissions>

At the bottom of the page is a link to the **Boards and Commissions Handbook**.

BOARD OF PARK COMMISSIONERS RULES OF PROCEDURE

Adopted [x.x.xxxx]

1. Meetings

1.1. General:

- 1.1.1. All Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Commission.
- 1.1.2. A Commission meeting may be cancelled at the notice of the Chair, and notice will be posted online on the City's website and at the meeting place.
- 1.1.3. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city, or resolution, Robert's Rules of Order (Revised), shall guide the formal decision process of the Commission in making their recommendation(s) to Council.

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the FIRST WEDNESDAY of each month at 5:30 p.m. Commissioners will attempt to conduct business at all Regular Meetings in a manner which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. The Commission will set an annual meeting schedule prior to the start of the year.
- 1.2.3. In general, regular meetings will include the following elements:

- Call to Order
- Approval of agenda, previous meeting minutes, and consent items
- Public Comment
- Commission Business (includes, reports, presentations, etc.)
- Commissioner Reports
- Director's Report
- Adjourn

1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Commission may call for a Worksession or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Commission, or committee, to meet.

1.3.2. Although most formal Commission action occurs at Regular Meetings, the Commission may make decisions and take official action at Worksessions or Special Meetings.

1.3.3. In general, Worksessions and special meetings will include the following elements:

- Call to Order
- Commission Business (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

2.1. Terms for Commissioners shall be for three years and terms shall be staggered.

3. Election of Officers

3.1. The officers of the Commission shall include a Chair and a Vice-Chair, elected by the appointed members of the Commission, and such other officers as the Commission may elect.

3.2. The election of officers shall take place each year no later than the last regular meeting in December of each calendar year.

3.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

3.4. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Park Board.

4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.

4.2. The Chair shall have power to create temporary committees of one or more Commissioners.

4.2.1. Committees of the Commission shall be created at the direction of the Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Commission. No committee

shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.

- 4.3. The Chair shall rule on issues which may arise regarding the committee as a whole, including but not limited to the handling of meeting items and discussions, potential conflicts of interest, the appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.
- 4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.
- 4.5. In the absence of the Chair and Vice-Chair, the Commissioners in attendance may elect a temporary Chair for the meeting who shall exercise the powers of the Chair.

5. City Staff Support

- 5.1. City staff shall perform the usual and necessary administrative support functions of the Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

- 6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.
- 6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Worksession of the Commission, is deemed and taken as the action of the Commission.

7. Conflict of Interest

- 7.1. Any member of the Commission who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

- 8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action.
- 8.2. It shall be the responsibility of the Chair to present to the City Council, through City of Lacey Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

- 9.1. The Commission will provide the opportunity for public comment at Regular Commission meetings. Public comment at Special Meetings and Worksession meetings will be allowed at the discretion of the Commission.
- 9.2. Members of the public providing public comment must provide their name and city of residence.
- 9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period.
- 9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue for that meeting. The Chair may invite members of the public to the following meeting for continued public comment as necessary.
- 9.5. The Commission will not respond to public comment, but may ask clarifying questions or request that a public comment topic be added as a future Park Board agenda item for discussion.
- 9.6. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

- 10.1. The Rules of Procedure may be amended at a meeting by the Commission by a majority vote of the entire membership.

APPROVED by the City of Lacey Park Board on this _____ day of _____, 2022.

Aram Wheeler
Chair

Gary Larson
Vice-Chair



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Annual Report

To access the report:

[http://www.ci.lacey.wa.us/Portals/0/docs/parks_and_recreation/DRAFT%20a%202021%20Annual%20Report%20\(9\).pdf](http://www.ci.lacey.wa.us/Portals/0/docs/parks_and_recreation/DRAFT%20a%202021%20Annual%20Report%20(9).pdf)

LACEY PARKS CULTURE & RECREATION

Lacey Parks and Recreation 2021

8b

Benefit Level	Delivery Method/Activity	Revenue	Direct Expenses	Indirect Expenses	Total Expenses	R/E Ratio	Associated Overhead	TL Expenses w/Associated	R/E Ratio w/Associated	
Mostly Individual	LCC Rentals	\$ 79,530	\$ 72,816	\$ 123,165	\$ 195,981	41%	\$ 39,807	\$ 235,788	34%	
			80% Roger Johnson \$ 45,000	10% of SF \$ 75,162						
			Facility Assistants \$ 10,751	74% of JB \$ -						
			pt benefits \$ 1,612							
			S&S \$ 15,453	full benefits \$ 48,003						
Mostly Individual	JSH Rentals	\$ 23,203	\$ 22,882	\$ 35,152	\$ 58,034	40%	\$ 12,816	\$ 70,850	33%	
			20% Roger Johnson \$ 12,000	5% of SF \$ 21,895						
			Facility Assistants \$ 2,738	20% of JB						
			pt benefits \$ 410	full benefits \$ 13,257						
			S&S \$ 7,734							
Mostly Individual	Park Shelter Rentals (3% of overall Revenue)	\$ 14,850		\$ 5,066	\$ 5,066	293%	\$ -	\$ 5,069	293%	
				6% of JB \$ 5,066						
Individual/ Community	7406 Cultural (7.3% of overall Revenue)	\$ 36,804	\$ 27,735	\$ 38,839	\$ 66,574	55%		\$ 66,574	55%	
		\$ -	Part time staff \$ 3,677	25% Cody Lee \$ 25,655						
	Cultural Classes	\$ 36,804	pt benefits \$ 552	2% Erin						
		\$ -	S&S \$ 1,362	5% Sue						
			professional service \$ 22,140	benefits \$ 13,184						
			Facility Fees							
			overtime \$ 4							
Individual/ Community	7407 Outdoor (0% of overall Revenue)	\$ -	\$ -	\$ 6,998	\$ 6,998	0%		\$ 6,998	0%	
	Outdoor Programs		Part time staff \$ -	5% Sue \$ 5,268						
			pt benefits \$ -	Benefits \$ 1,731						
		\$ -	S&S \$ -							
			Professional Services \$ -							
			overtime \$ -							
Individual/ Community	7408 Fitness (.7% of overall Revenue)	\$ 3,947	\$ 2,991	\$ 7,947	\$ 10,938	36%		\$ 10,938	36%	
	Program Fees	\$ 3,947	Part time staff \$ -	5% Justin \$ 5,851						
			pt benefits \$ -	1% of SF						
			professional service \$ 2,991	4% of SF						
			Facilities \$ -							
			overtime \$ -	Benefits \$ 2,096						
Community Individual	7404 Aquatics (33% of overall Revenue)	\$ 165,257	\$ 179,923	\$ 215,490	\$ 395,414	42%	\$ 3,468	\$ 398,882	41%	
	Lessons	\$ -	Part time staff \$ 58,558	100% of JW \$ 154,323						
	Rentals	\$ 71,080	pt benefits \$ 8,784	100% of MM						
	Open Swims	\$ -	S&S \$ 7,933	full benefits \$ 54,799						
	Fitness	\$ -	professional service \$ 6,243	overtime \$ 6,368						
		\$ 61,597	Facility Lease \$ 97,041							
	Tumwater	\$ 32,580	Unemployment \$ 1,365							

Community/Individual	7402 Youth Teen (18% of overall Revenue)	\$ 89,405	\$ 64,646	\$ 102,558	\$ 167,205	53%	\$ -	\$ 167,205	53%	
	Summer Day Camps	\$ 55,130	Part time staff \$ 44,014	75% CL \$ 66,835						
	Contributions	\$ 2,100	pt benefits \$ 6,602	Benefits \$ 35,681						
	NTPS	\$ 32,175	S&S \$ 2,523	overtime \$ 42						
	Teen Camp	\$ -	professional service \$ 9,028							
	ACT Nights	\$ -	Facility Fees \$ 1,575							
		Unemployment \$ 904								
Community/Individual	7405 Sports (32% of overall Revenue) (29.3% w/ fields)	\$ 162,695	\$ 82,761	\$ 111,672	\$ 194,433	84%	\$ -	\$ 194,433	84%	
	Program Fees	\$ 89,627	Part time staff \$ 4,550	95% of DA \$ 80,478						
	Field Fees NTPS	39,895	pt benefits \$ 682	10% of SF						
	Field Fees Lacey	33,173	S&S \$ 10,588	10% of SF						
			professional service \$ 25,572	benefits \$ 30,692						
			\$ 86							
		overtime	overtime \$ 502							
		Facility Fees \$ 41,283								
Community/Individual	7410 Museum	\$ 361	\$ 28,835	\$ 122,225	\$ 151,060	0%	\$ 23,245	\$ 174,305	0%	
	Activity Fees	\$ 54	Part time staff \$ 20,770	100% EQV \$ 79,401						
	Membership Fees		pt benefits \$ 3,116	overtime \$ 340						
	Donations	307	Professional Services \$ 700							
			S&S \$ 3,820	Benefits \$ 42,484						
		Unemployment \$ 430								
Community	7409 Special Events 8.8% of overall Revenue)	44,660	\$ 69,609	\$ 233,550	\$ 303,159	15%	\$ 593	\$ 303,752	15%	
	civic rec	\$ 4,560	Part time staff \$ 6,361	75% Jeannette \$ 167,764						
	Sponsorships	\$ 40,100	pt benefits \$ 954							
	Donations	\$ -	Facilities \$ 3,427	75% Jordy						
			S&S \$ 17,664	Benefits \$ 65,786						
		unemployment \$ 180								
		professional service \$ 41,023								
	Total	\$ 503,128	\$ 456,501	\$ 839,280	\$ 1,295,781	39%	\$ 27,306	\$ 1,323,087	38%	

Lacey Parks and Recreation 2021

Benefit Level	Delivery Method/Activity	Revenue	Direct Expenses		Indirect Expenses		Total Expenses	R/E Ratio	Associated Overhead	TL Expenses w/Associated	R/E Ratio w/Associated
Mostly Individual	LCC Rentals	\$ 79,530	\$ 72,816		\$ -		\$ 72,816	109%	\$ 39,807	\$ 112,624	71%
			80% Roger Johnson	\$ 45,000	10% of SF						
			Facility Assistants	\$ 10,751	74% of JB	\$ -					
			pt benefits	\$ 1,612							
			S&S	\$ 15,453	full benefits						
Mostly Individual	JSH Rentals	\$ 23,203	\$ 22,882		\$ -		\$ 22,882	101%	\$ 12,816	\$ 35,699	65%
			20% Roger Johnson	\$ 12,000	5% of SF						
			Facility Assistants	\$ 2,738	20% of JB						
			pt benefits	\$ 410	full benefits						
			S&S	\$ 7,734							
Mostly Individual	Park Shelter Rentals (3% of overall Revenue)	\$ 14,850			\$ 1	\$ 1	1485000%	\$ -	\$ 14,851	100%	
					6% of JB	\$ 1					
Individual/ Community	7406 Cultural (7.3% of overall Revenue)	\$ 36,804	\$ 27,735		\$ -		\$ 27,735	133%		\$ 27,735	133%
		\$ -	Part time staff	\$ 3,677	25% Cody Lee						
	Cultural Classes	\$ 36,804	pt benefits	\$ 552	2% Erin						
		\$ -	S&S	\$ 1,362	5% Sue						
			professional service	\$ 22,140	benefits						
			Facility Fees								
			overtime	\$ 4							
Individual/ Community	7407 Outdoor (0% of overall Revenue)	\$ -	\$ 1		\$ -		\$ 1	0%		\$ 1	0%
	Outdoor Programs		Part time staff	\$ 1	5% Sue						
			pt benefits	\$ -	Benefits						
		\$ -	S&S	\$ -							
			Professional Services	\$ -							
			overtime	\$ -							
Individual/ Community	7408 Fitness (.7% of overall Revenue)	\$ 3,947	\$ 2,991		\$ -		\$ 2,991	132%		\$ 2,991	132%
	Program Fees	\$ 3,947	Part time staff	\$ -	5% Justin						
			pt benefits	\$ -	1% of SF						
			professional service	\$ 2,991	4% of SF						
			Facilities	\$ -							
			overtime	\$ -	Benefits						

Community Individual	7404 Aquatics (33% of overall Revenue)	\$ 165,257	\$ 179,923	\$ -	\$ 179,923	92%	\$ 3,468	\$ 183,391	90%	
	Lessons	\$ -	Part time staff \$ 58,558	100% of JW						
	Rentals	\$ 71,080	pt benefits \$ 8,784	100% of MM						
	Open Swims	\$ -	S&S \$ 7,933	full benefits						
	Fitness	\$ -	professional service \$ 6,243	overtime						
		\$ 61,597	Facility Lease \$ 97,041							
	Tumwater	\$ 32,580	Unemployment \$ 1,365							
Community Individual	7402 Youth Teen (18% of overall Revenue)	\$ 89,405	\$ 64,646	\$ -	\$ 64,646	138%	\$ -	\$ 64,646	138%	
	Summer Day Camps	\$ 55,130	Part time staff \$ 44,014	75% CL						
	Contributions	\$ 2,100	pt benefits \$ 6,602	Benefits						
	NTPS	\$ 32,175	S&S \$ 2,523	overtime						
	Teen Camp	\$ -	professional service \$ 9,028							
	ACT Nights	\$ -	Facility Fees \$ 1,575							
		Unemployment \$ 904								
Community/Individual	7405 Sports (33% of overall Revenue) (29.3% w/ fields)	\$ 162,695	\$ 82,761	\$ -	\$ 82,761	197%	\$ -	\$ 82,761	197%	
	Program Fees	\$ 89,627	Part time staff \$ 4,550	95% of DA						
	Field Fees NTPS	39,895	pt benefits \$ 682	10% of SF						
	Field Fees Lacey	33,173	S&S \$ 10,588	10% of SF						
			professional service \$ 25,572	benefits						
			\$ 86							
		overtime	overtime							
		Facility Fees \$ 41,283								
Community	7410 Museum	\$ 361	\$ 28,835	\$ -	\$ 28,835	1%	\$ 23,245	\$ 52,080	1%	
	Activity Fees	\$ 54	Part time staff \$ 20,770	100% EQV						
	Membership Fees		pt benefits \$ 3,116	overtime						
			Professional Services \$ 700							
Donations	307	S&S \$ 3,820	Benefits							
		Unemployment \$ 430								
Community	7409 Special Events 8.8% of overall Revenue)	44,660	\$ 69,609	\$ -	\$ 69,609	64%	\$ 593	\$ 70,202	64%	
	civic rec	\$ 4,560	Part time staff \$ 6,361	75% Jeannette						
			pt benefits \$ 954	75% Jordy						
	Sponsorships	\$ 40,100	Facilities \$ 3,427							
	Donations	\$ -	S&S \$ 17,664	Benefits						
		unemployment \$ 180								
		professional service \$ 41,023								
Total		\$ 503,128	\$ 456,502		\$ 245,851	205%	\$ 27,306	\$ 498,659	101%	





LACEY PARKS

CULTURE & RECREATION

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Comprehensive Plan Update

Public Involvement Plan (PIP) | **DRAFT April 6, 2022**

Purpose and Background

The Lacey Parks, Culture & Recreation (LPCR) Comprehensive Plan (Plan) gets updated every six years. It is part of the City of Lacey Comprehensive Plan and the guiding document for the LPCR Department and Board of Park Commissioners. Updating the Plan provides an opportunity to evaluate Lacey's park system, recreation facilities and services, assess demands and needs, set goals and policies, and most importantly, provide for public input to address needs.

The LPCR Vision is: The City of Lacey is a community that provides its residents and visitors with convenient access to a wide range of public leisure services and facilities at a reasonable cost. Those services include cultural arts, individual and team sports, aquatics, educational and fitness programs, and special events. The community's well-maintained facilities include neighborhood parks within walking distance of all persons, community parks distributed across the service area, open spaces that support wildlife habitat, and indoor facilities to support recreational programs and provide public meeting space. These facilities are linked by linear pathways for walking and bicycling. Our community protects and enhances our many historic, cultural, and environmental resources.

During 2021, the City engaged the greater Lacey community in a discussion about the future and the way people would like to see their city look, feel, and function. Through the Lacey Cares initiative and subsequent outreach, the LPCR Department has Lacey Cares Community Input Findings and Future Outreach Recommendations (Recommendations). This document summarizes key findings related to community preferences and priorities, and outlines next steps with respect to ensuring future initiatives are aligned with community expectations. The ultimate goal is to build a shared vision for the future of cultural and recreation assets and opportunities.

The Lacey Cares community-engagement initiative and recent Parks Priorities survey that took place in 2020-2021 have effectively accelerated the public-outreach process for the Plan update. Rather than proceeding with a ground-zero, public-participation process, the City can tailor the upcoming process to:

- Execute targeted engagement and education strategies.

- Determine the highest priorities from a community-defined list of preferences that has already been narrowed down.
- Focus on implementation and funding solutions for major projects.
- Engage private, public, and non-profit partners with shared interest in specific community goals.

While the Lacey Cares and Parks Priorities surveys provide a solid starting point for future planning, LPCR will also need to synchronize community goals with adopted standard of recreation service delivery and affordability targets. This includes an evaluation of who is participating in current programming, who is struggling to access programs, and which programs, or spaces, are no longer viable or of interest.

Ultimately, analysis will also need to consider whether goals are achievable with current staffing and resource levels and, if not, how they will be funded or otherwise postponed until solutions emerge. The Recommendations offer some approaches to help better define shared goals and ensure Lacey is clearly communicating and moving in the direction most community members expect.

The Public Involvement Plan (PIP) describes the goals and objectives, principles, strategies, and activities for engagement. The PIP includes an outline of each proposed outreach event, desired outcomes, tools used, materials needed, anticipated participants, and summary methods. It is a living document and will be updated throughout the process to include any adaptive strategies needed, based on feedback or results of early engagement activities.

The outreach process needs to be creative, flexible, and inclusive to all. It must adhere to the latest safety and health parameters as outlined by the City in response to the current COVID pandemic, including some virtual opportunities but primarily focused on in-person engagement. The process needs to represent and reflect the diverse communities, neighborhoods, stakeholders, and visitors being served.

PIP Goals and Strategies

Effective community engagement takes careful planning and acknowledgement that each population collaborated with is a unique opportunity to broaden the understanding of what makes a community. (I don't quite understand what this sentence means LOL! It's a lot of words!) Here's a stab at a revised version (but, don't want to change the meaning!): Effective community engagement takes careful planning. It must acknowledge that each population provides a unique opportunity to broaden the understanding of what makes a community.

- **Build on Relationships with Target Populations**
 - Continue to maintain and build relationships with the public, key stakeholders, community leaders, non-profit groups, and organizations relevant to parks, recreation, and culture.
- **Identify Engagement Gaps**
 - Work with community-based organizations, Lacey's Commission on Equity, and other partners to conduct listening sessions or focus groups with demographic segments that were underrepresented in the Parks Priorities survey, including, but not limited to:
 - BIPOC communities
 - Review census information to confirm (what does bullet mean?)
 - Senior communities (LPCR system users and non-users)
 - Youth (under age 21) in general
 - LPCR system users (sports teams, programs and classes, specific park user groups)
 - Military families (particularly those who are new transfers)

- Low-income communities
- **Create a Welcoming Atmosphere**
 - Make participation easy and convenient.
 - Schedule events to ensure participation from a variety of populations (day, evening, weekends, etc.).
 - Invite members of the target populations to participate.
 - Make outreach enjoyable.
 - Reflect comments received back to the community.
- **Increase Accessibility**
 - Translate materials into multiple languages.
 - Provide opportunities across a broad variety of platforms – digital and analog, verbal, graphic, and written.
 - Consider potential barriers to participation and address those barriers to the maximum extent feasible.
 - Provide sufficient notification prior to outreach events to raise awareness. Provide the information in as many and varied ways as possible to reach the broadest audience.
- **Develop Alternative Methods for Engagement**
 - Provide a variety of resources and materials to appeal to all ages and abilities (do we need to add anything thing to the list “age and abilities” ...?).
 - Reach out to target populations where they already are using platforms they currently use; not always requiring that population to come to you.
 - Offer multiple ways for participants to provide feedback.
- **Conduct Proactive Education**

Parks are often cited by community members as being the #1 reason they value living in Lacey – including the affordable access to and large number of parks available. However, not many think about the complexity and expense associated with creating and maintaining such a system. Building and maintaining support for Parks, Culture and Recreation advances (enhancements?) is an ongoing process. The biggest challenge is reaching those who do not or perceive they do not benefit directly from investment in park offerings, or who simply do not know what’s available. In the coming months, the City can expand community awareness and engagement through:

- Speaker’s Bureau presentations (service organizations, senior living facilities, neighborhood associations, military spouse clubs, etc.).
- Newsletter updates (Did You Know articles emphasizing parks, culture, and recreation resources and features).
- Direct mailings, social media posts, and earned media coverage that highlight various aspects of the parks, culture, and recreation system – including current assets and future community-defined priorities.

Communications should emphasize:

- Why Parks Matter: The value of parks and recreation access to personal AND community health (e.g., increased opportunities for youth, reduction in select crime rates and social spending, benefits to active seniors, benefits to working parents, et al).

- Increasing awareness about the range (and creating an easily accessible inventory) of parks, culture, and recreation assets and opportunities available to people of all backgrounds and interests.
- The value to Lacey taxpayers relative to typical communities (e.g., park space per capita, cost per capita to access quality recreational programming, economic impact and return on investment derived from parks and recreation offerings, etc.).
- The value of protecting cities from environmental impact (stormwater management, flood mitigation, increased sustainability, etc.)
- Tools for cities to achieve equity goals (not sure what “tools” refers to?)
- How Parks, Culture and Recreation is an excellent steward of public resources, focused on implementing community-defined priorities.

These core messages can be included as appropriate to reflect other topics of interest gleaned from future community engagement. (I’m not totally sure what this means?)

PIP Stakeholders & Audiences

The public-involvement process has many stakeholders, including user groups, organizations, individuals, and communities. The City will work to inform and engage each of these stakeholders in the Plan-update process. The stakeholders and audiences that may be affected by, or interested in, this process are organized by category below, along with the specific outreach method proposed for each category. The list of stakeholders is expected to change over the course of the project and will be updated, as needed.

Category	Outreach Method
UNDER-REPRESENTED POPULATIONS: (includes formal and informal community groups, ethnicities, or other population types)	<ul style="list-style-type: none"> • Public meetings and surveys • Emails, notices, and project information distribution • Potential one-on-one outreach or focus groups
LPRC STAKEHOLDERS: (includes citywide parks, culture and recreation user groups, non-profit groups and organizations that either use the facilities or partner to provide programs, etc.)	<ul style="list-style-type: none"> • Public meetings and surveys • Emails, notices, and project information distribution • Presentations to select groups, boards, and commissions • LPRC Outreach Task Force
CITY DEPARTMENTS / PROGRAMS:	<ul style="list-style-type: none"> • Emails, notices, and project information distribution • Topic-specific discussions or meetings, as needed • Responses to questions and comments, as needed

PIP Strategies & Activities

The following table lists the strategies and activities to continually build awareness about the Plan update with the community, and build their interest and capacity to become further involved. It also addressed the methods and tools used to promote outreach events. The goal of these strategies is to make it easy and convenient for people to get the information they need to learn about the project, participate in the outreach activities, and see how their input influences the project outcomes.

Tool	Description
City Website	Keep updated, highlight outreach events and dates, project info, etc.
Community Newsletters	Promote upcoming outreach events and provide follow-up information in all relevant City-related newsletter(s) (LaceyLife, Parks monthly digital newsletter, PLAYbook, utility bill inserts, etc)
Public Notices / Flyers	Post public notices and flyers at park kiosks, businesses, organizations, and other places in the community to promote outreach events. Utilize our community partners and their methods, as well.
Email	Send notices to email contact lists. Send emails to stakeholders and organizations to encourage them to help spread the word and redistribute notices to their members/contacts.
Social Media	Post information and updates on Twitter, Instagram, Facebook, YouTube, etc.
Media Outlets	<p>Provide public notices and flyers to media outlets (community specific and citywide)</p> <p>Engage media representatives in a conversation (interviews, project highlights, etc.) about the project. Thurston Talk, the Olympian, JOLT, etc.</p> <p>Post on social media sites for project updates, notices of upcoming meetings and links to on-line surveys; include photos, videos, testimonials, etc. where possible is this supposed to be under Social Media or are you referring to asking the media outlets to post on their Social Media accounts?</p>

PIP Schedule of Outreach and Involvement Activities

A number of outreach and engagement activities will be scheduled from May to September, 2022. The outreach activities will include methods and tools to convey information to the general public, ways for the public to provide comments on ideas presented, and opportunities for an open dialog, giving participants a platform for their voice to be heard.

Add wording about follow up surveys here/have ready with QR code at in-person events

At each of the events or stakeholder meetings, information received from the public during the 2021 Parks Outreach will be shared with community members helping prioritize and create partnerships for paths forward. (I'm not sure what this is trying to convey...?)

The schedule will be updated after getting input from LCPR staff, Public Affairs staff, Park Board, and Commission on Equity.

May	Lacey Spring Fun Fair
June	June 1 – Park Board Meeting Lacey In Tune concerts
July	July 6 – Park Board Meeting Lacey In Tune / Movie nights Woodland Creek park busy day
August	August 3 – Park Board Meeting Play in the Park Family Fun Series Wonderwood Park busy day
September	September 7 – Park Board Meeting RAC busy game day

Public Meetings (hybrid)

Audience: Open to the general public. Promoted to community members, visitors, and stakeholder groups / organizations. Tailored to traditionally marginalized or underserved populations.

Surveys, if needed (hybrid)

Audience: Same as above

Stakeholder Meetings (hybrid)

Stakeholder Organizations. Community groups, agencies, and organizations that are affected by, or interested in, LPCR. Direct outreach to traditionally marginalized or underserved populations. Focused discussions with underserved populations will take place to share ideas. The City will provide translation services to participants, as needed, if notified in advance..

In addition to organized outreach events, the City will explore other methods to continue the conversations with stakeholders throughout, and potentially beyond, this project.

Exploring Potential Implementation Options and Partnerships

Recreational activities and services are offered by numerous public, private, and non-profit entities, including sports leagues, private gyms, arts and culture classes, specific destination recreation venues, etc. As the City maps out the path forward, it may be beneficial to work on a specific project with potential partners that have similar interests. Specific Lacey projects that might benefit from partnerships include, but are not limited to:

- Indoor recreation spaces, in general
- Swimming pool or aquatics center
- Multi-purpose sports fields
- Ice skating rink
- Open space and trail access
- Arts and culture access and programming
- Spray pad/splash park locations

Potential partners could include, but are not limited to:

- The Nisqually Tribe
- North Thurston Public Schools
- YMCA, Boys and Girls Club, and other social service clubs and organizations
- Private or non-profit sports leagues
- Peer Cities and Thurston County
- Saint Martin's University
- Senior Services for South Sound

The goal is to proactively engage representatives of these entities to identify overlapping interests and potential partnerships that can help advance priorities and maintain affordable access for all.

Boards and Commissions. Present results of the public-engagement activities at City Boards and Commission meetings to solicit further input and recommendations for the next phase of the planning process.