



City of Lacey, Washington Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, August 28, 2023

5:30 PM

Council Chambers and Online

Call to Order

1. Approval of Agenda, Previous Meeting Minutes, and Consent Items:

- A. Approval of Agenda
- B. Approval of July 12, 2023, LGBTQIA+ Community Forum minutes
- C. Approval of July 24, 2023, meeting minutes

2. Public Comment:

Refer to the bottom of the agenda for instructions on how to provide public comment.

3. Inspirational Item:

- A. Commissioner Kim Sauer

4. Business Items:

- A. **Joint Animal Services Overview**
Sarah Hock, Joint Animal Services Executive Director
- B. **Legislative Meeting Process Overview**
Shannon Kelley-Fong, Assistant City Manager

5. Commissioner Reports:

6. Director Report:

- A. LGBTQIA+ Community Forum - Online Survey Update
- B. Lacey Police Department Community Academy

7. Adjourn

Next Meetings and Events:

- **Commission on Equity Meeting** - Monday, September 25 - 5:30 p.m. at City Hall or remote

- **Commission on Equity Meeting** - Monday, October 23 - 5:30 p.m. at City Hall or remote

Attendance and Public Comment

Attend Remote or In Person

There are several ways to attend the Commission on Equity Meeting:

In Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Via Zoom: <https://us02web.zoom.us/j/85714209810>

City Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: <https://www.youtube.com/watch?v=mFDg1Y4MtAw>

By Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 857 1420 9810)

Verbal Public Comment

The opportunity for verbal public comment is available in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

Via Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

<https://us02web.zoom.us/j/85714209810>

Instructions and access details will be provided once registration is complete.

Written Public Comment

Please email written public comments to coe@ci.lacey.wa.us by 12:00 p.m. on Monday, August 28, 2023. Commissioners will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.





City of Lacey, Washington
Commission on Equity Minutes
Wednesday, July 12, 2023 – Lacey Timberland Library
500 College Street, Lacey WA, 98503

Roll Call

EQUITY COMMISSIONERS PRESENT: Chair Cliff Brown, Vice Chair Annie Clay, Thelma Jackson, Kristine Stolberg, Makieda Hart, Kim Sauer, Jon Hegwood

EQUITY COMMISSIONERS ABSENT: None

COUNCIL PRESENT: Deputy Mayor Malcolm Miller, Councilmember Carolyn Cox, Councilmember Robin Vazquez

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Robert Almada, Police Chief; Donna Feliciano, Communications Specialist; Napoleon Parker, Sergeant

Call to Order

Chair Brown called the meeting to order at 6:32 p.m.

1. LGBTQIA+ Community Forum:

The LGBTQIA+ Community Forum (Forum) was facilitated by the Commission on Equity (COE) led by Vice Chair Annie Clay and Commissioner Hegwood. At the Forum, the COE provided a brief history of the COE, reviewed the COE's role as an advisory board of the Lacey City Council, and provided an overview of the COE's past and future work. The COE heard from Forum participants on ways to create a more welcoming environment, about racism and inequities in the community, how to increase participation from underrepresented community members, and barriers to participation, as well as other questions, concerns, ideas, feedback, etc. related to equity and inclusion. Discussion ensued.

A brief overview of forum comments (staff report and video) can be accessed here:

In-person event: <https://laceywa.portal.civicclerk.com/event/67/media>

Online survey: <https://laceywa.portal.civicclerk.com/event/68/files>

2. Adjourn

Chair Brown adjourned the meeting at 7:57 p.m.

Written Public Comments - The deadline to submit written public comments was 12:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record. No written public comments were received.





City of Lacey, Washington
Commission on Equity Minutes
Monday, July 24, 2023 - Council Chambers and Online

Roll Call

EQUITY COMMISSIONERS PRESENT: Chair Cliff Brown, Vice Chair Annie Clay, Thelma Jackson, Kristine Stolberg, Makieda Hart, Kim Sauer

EQUITY COMMISSIONERS ABSENT: Jon Hegwood

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Kelly Adams, Special Projects Administrator

Call to Order

1. Approval of Agenda, Previous Meeting Minutes, and Consent Items:

- A. Approval of Agenda
- B. Approval of June 26, 2023, Meeting Minutes

Commissioner Jackson moved to approve the agenda and consent agenda. Vice Chair Clay seconded. Motion carried.

2. Public Comment:

The Commission received no verbal or written public comments.

The deadline to submit written public comments was 12:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record.

3. Inspirational Item:

A. Annie Clay, Vice Chair

Commissioner Clay shared an inspirational African Prayer and Arabic Proverb.
Commissioner Sauer offered to provide the Inspirational Item for August.

4. Business Items:

A. **Public Meeting Portal Overview, Part II**

Kelly Adams, Special Projects Administrator

Adams guided the Commission through login instructions for the Board View of the new Public Meetings Portal.

B. **Social Services Overview and Lacey Veterans Services Overview**

Shannon Kelley-Fong, Assistant City Manager

Kelly Adams, Special Projects Administrator

Keith Looker, Veterans Services Hub Manager

ACM Shannon Kelley-Fong provided background on human and social service programs at the City of Lacey. Looker shared the history, mission, challenges, and successes of the Lacey Veterans Services Hub.

C. **LGBTQIA+ Community Forum and Community Engagement**

Shannon Kelley-Fong, Assistant City Manager

Vice Chair Clay provided a general overview of the LGBTQIA+ Community Forum held on July 12 at the Lacey Timberland Library. Kelley-Fong presented outcomes and feedback from the forum. Discussion ensued.

D. **Equity Tools Overview**

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented a variety of equity tools used by jurisdictions to better inform policy approaches. Discussion ensued.

5. Commissioner Reports:

No reports shared.

6. Director Report:



Kelley-Fong overviewed three topics:

A. **Stories of the South Sound Oral History Project award to Lacey Museum**

Kelley-Fong shared news of the recent \$15,000 grant award to the Lacey Museum.

B. **Utility Wrap Project Request for Qualifications**

Kelley-Fong updated the Commission on the recent posting of the Request for Qualifications for artists interested in the Utility Wrap project.

C. **Upcoming Equity Items at July 27 City Council Worksession**

Kelley-Fong provided an update of two upcoming agenda items planned for the July 27 City Council Worksession: the Land Acknowledgement Policy and the Advisory Board Stipend Program.

7. Adjourn

Chair Brown adjourned the meeting at 8:13 p.m.



Joint Animal Services

CITY OF LACEY COMMISSION ON EQUITY



About Joint Animal Services

- ▶ Joint Animals Services is Thurston County's primary regional animal shelter and animal control agency.
- ▶ Established in 1977, the cities of Lacey, Olympia, Tumwater, and unincorporated Thurston County fund Animal Services.
- ▶ 8,000 sq. ft. facility on 5 acres of wooded land in a centrally-located site for the pets and people we serve.
- ▶ JAS serves 290,440 residents in 774 square miles of urban and rural terrain.



Joint animal services Commission

Animal Services is jointly operated by the cities of Olympia, Lacey, Tumwater, and unincorporated Thurston County. This arrangement allows the jurisdictions to share resources and provide the highest quality of service to the community and its pets.

Through an inter-local agreement the Joint Animal Services Commission (JASCOM) was established as a policy making body and consists of the following members:

- ▶ One member from the Board of County Commissioners of Thurston County
- ▶ One elected official of each of the cities of Olympia, Lacey, and Tumwater
- ▶ One member who is a licensed veterinarian residing or practicing in Thurston County is appointed by JASCOM
- ▶ One member selected by the Thurston County Humane Society
- ▶ One optional member selected by a nonprofit organization based in Thurston County with shared animal welfare priorities



Vision, Mission, Goals

VISION:

Our vision is to build a safe and humane community for humans and animals.

MISSION:

To foster an environment of respect, responsibility, and compassion for all animals through learning, legislation, and leadership.

GOALS:

- ▶ Ensure and advocate for animal welfare.
- ▶ Promote public safety.
- ▶ Support responsible animal ownership.



Partner Organizations & Rescue Groups

- ▶ Local Veterinary Clinics
- ▶ Seattle Humane
- ▶ Auburn Valley Humane Society
- ▶ Thurston County Humane Society
- ▶ Best Friends Animal Society
- ▶ Feline Friends of Olympia
- ▶ Feisty Felines
- ▶ ASPCA – Northern Tier Shelter Initiative
- ▶ Seattle Area Feline Rescue (SAFR)
- ▶ Concern for Animals
- ▶ Washington Federation of Animal Care and Control Agencies (WAFed)
- ▶ Pet Alliance of Washington (PAW)
- ▶ Northwest Spay Neuter Clinic
- ▶ Maddie's Fund



2022 Shelter Statistics:

- ▶ **2,642** animals entered the shelter
- ▶ **1,256** adopted
- ▶ **366** were reunited with their families
- ▶ **252** animals we transferred to other rescue agencies



Joint Animal Services

2022 Field Response Statistics:

- ▶ Unincorporated Thurston County: 977
- ▶ Olympia: 485
- ▶ Lacey: 495
- ▶ Tumwater: 166
- ▶ Yelm: 71
- ▶ JBLM: 27
- ▶ Other: 15





humane law enforcement

stray animals

licensing

adoption

foster program

advocacy

community events

volunteer program

owner requested euthanasia

rehoming services

reunification programs

community cat program

low-income spay/neuter vouchers

owner surrenders

veterinary care

rabies quarantine

pet pantry

roof over rover program

emergency housing program

humane education

Services & Programs

- ▶ **Advocacy** – plays an important role for JAS both through local and state legislation. JAS was proud to support **HB 1424**, Concerning consumer protection with respect to the sale and adoption of dogs and cats, and **HB 1234**, Concerning the civil forfeiture of animals seized for abuse or neglect, during the last legislative session. JAS Executive Director gave testimony in support of HB 1234 and was present at the bill signing in May.
- ▶ **Low-income Spay Neuter Vouchers** – currently JAS works with two other nonprofit entities, Thurston County Humane Society, and SNAP (Spay Neuter Assistance Program) to provide low-cost spay/neuter (s/n) vouchers to pet owners in Thurston County who cannot afford to s/n their pet. **We hand out around 60-75 vouchers per month, all of which are usually gone within 2 days. This totals around 720-900 vouchers a year.**
- ▶ **Roof Over Rover** - since the summer of 2005, Animal Services has offered its *Roof Over Rover* program. Using donated dog houses, the shelter provides dog houses to low-income households in need of shelter for their pets.

Services & Programs

- ▶ **Community Cat Program** – This new program, piloted last year received \$18,000 in grant funding from Best Friends Animal Society to trap, spay/neuter, vaccinate, and return free-roaming cats to the area that they live as a humane and effective way to manage cat populations for cats that would otherwise be euthanized. Since its inception, we have run **56 cats through this program that would have otherwise been euthanized.**
- ▶ **Emergency Housing Program (EH)** – provides temporary housing for pets whose owners are having a housing crisis or are in the hospital and do not have someone to care for their pet(s) in the interim. Last year we had **16 animals** become temporary residents in our EH program.



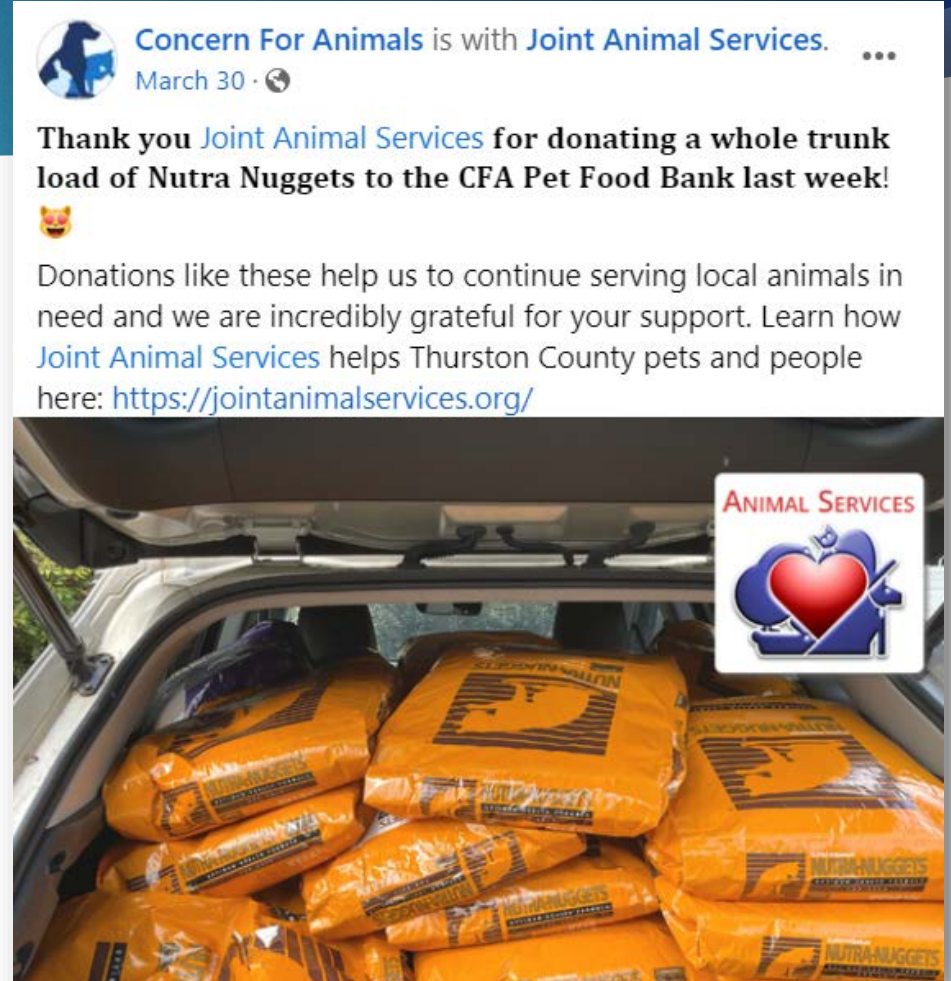
Services & Programs

Owner Surrenders and Rehoming Services - The shelter can be a stressful place for animals, we encourage owners to try and work through issues with their pets and provide resources such as veterinarians, a pet behaviorist, or even friends. Many times, alternative solutions can be found other than surrendering your pet.

If unfortunately a community member's circumstances have changed and they need to still rehome their pet, they can do it directly through trusted websites. We utilize both *Home-to-Home* and *Rehoming by Adopt-A-Pet*. Since moving to a more holistic, community-centric approach, total overall numbers have been significantly reduced. **Prior to implementation 41% of all intakes we comprised of owner surrenders, in 2022 that number was 24%.** When the community can rehome their pet directly, they are helping JAS and all pets great and small. Avoiding a shelter surrender helps reduce overcrowding in our shelter and allows more resources to be available to help those animals that have no other option.

Programs & Services

- ▶ **Pet Pantry-** We provide a variety of pet supplies such as food, collars, leashes, toys, bedding, small animal cages, etc. to anyone in need in Thurston County.
- ▶ **Food Banks and other programs-** We frequently provide pet food to the local food banks and other pet pantry programs.
- ▶ **Reunification programs** – we use both our website and social media to help reunite owners with their pets. The overarching goal is that the animal does not come through our doors, but is reunited thanks to our community members.



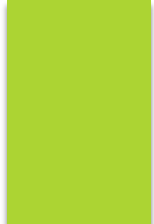
Programs & Services

Medical Area & Surgery Suite

- ▶ The 12 x 42 modular building would encompass a surgical suite, treatment/exam area, and stainless steel cages.
- ▶ The new shelter medical suite is complete. A huge thank you to the ASPCA Northern Tier Shelter Initiative and the Dolciani - Halloran Foundation for contributing the majority of the funding for this project.
- ▶ Since starting surgeries in June we have completed around 200 s/n surgeries



Joint Animal Service 5-year Strategic Plan



Goal 1: Become a sustainable organization with the capacity to meet the needs of our community.



Strategies

1. Conduct a feasibility study to assess the current building's capacity and provide best care for Thurston County animals.
2. Conduct a Governance study to assess the IGA and current governance structure.
3. Conduct a study to assess funding sources, revenue, and the community's capacity for giving.
4. Perform a marketing and branding analysis, implementing recommendations.

Key Benchmarks

1. Present findings and recommendations from feasibility study to JASCOM, 2022-23
2. Present findings and recommendations from governance study to JASCOM, 2022-23
3. Present findings and recommendations from marketing and brand analysis to JASCOM, 2023-24
4. Present findings and recommendations revenue and fundraising study to JASCOM, 2024-25



Goal 2: Expand and improve animal care and programming to support our community's pets and people.

Strategies

1. Continue to implement and increase medical care for shelter animals.
2. Review, identify, and recommend changes to local ordinances that impede or limit live-saving programs and services within Thurston County.
3. Create training and development opportunities for staff, focusing on our vulnerable animal populations both within the shelter and in the community.
4. Evaluate current and future staffing needs.

Key Benchmarks

1. Perform 10% of spay and neuter surgeries on-site in 2022, increasing over the next 5 years by 5-10% year over year.
2. Provide 15-20% of medical treatment and procedures on-site by 2025.
3. Increase save rate by 5-10% for vulnerable populations such as feral cats by 2023.
4. Establish baselines for behavioral outcomes in 2022. Increase in positive outcomes for animals with behavioral needs in ensuing years.
5. Implement training for staff by the end of 2022.

Goal 3: Increase accessibility, inclusivity, and enhance community involvement.



Strategies

1. Develop more collaborations by leveraging our reputation and working with Thurston County entities, stakeholders, nonprofit organizations and businesses.
2. Evaluate language/DEI access of all materials including, brochures, handouts, website, forms (online), etc.
3. Partner with Thurston County entities to promote Joint Animal Services through the marketing and communications teams.

Key Benchmarks

1. Reintroduce humane educational opportunities and outreach events in 2022.
2. Increase language access to website by the end of 2022.
3. Increase language and DEI access to other materials by the end of 2023.
4. Perform annual meeting with each jurisdiction to provide updates on Joint Animal Services.
5. Partner with jurisdiction to increase access to information out to Thurston County constituents.

Equity = Live Saving Programming

- ▶ While well-intended toward animals, the Animal Welfare [Animal Protection] Field often falls short of its mission because its philosophy and practices often don't include human well-being. Ultimately, if we want people to adopt from shelters and rescues versus acquiring pets from other sources, we must become more inclusive and welcoming to all types of people and the varied lives they lead.
- ▶ We now understand that some of the reasons that pets end up in shelters are due to housing inequities, lack of access to veterinary care, and other resource disparities. In essence, these systems feed the inequality and inequity that create the pipeline of homeless pets entering the nation's shelters.



Equity = Live Saving Programming

- ▶ Removed unnecessary barriers to adopting a pet at JAS. In 2019 when we removed several barriers our adopts went up 50%
- ▶ Support + Education vs. Punishment in Field Services (Animal Control)
- ▶ Changed requirements for fosters
- ▶ Translation services are available through Language Line and our website has translation services enabled as well.
- ▶ Staff are required to go through implicit bias training and this winter they will be going through trauma-informed care training.

Ways you can help



- ▶ **Adopt your next pet!**
- ▶ **Volunteer**
- ▶ **Foster**
- ▶ **Donate**

Joint Animal Services



Sarah Hock

sarahjh@jointanimalservices.org

360.352.2510 x1006

www.jointanimalservice.org



LACEY COMMISSION ON EQUITY

August 28, 2023

SUBJECT: Legislative Meeting Process Overview

RECOMMENDATION: Review and discuss the three (3) options provided in the “Next Steps” section of this staff report.

City staff recommends **Option 1:** Recommend perusing alternatives to the current legislative process to reduce potential barriers to participation.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*

ATTACHMENTS: None

FISCAL NOTE: None

PRIOR REVIEW: Lacey City Council [Worksession – August 10, 2023](#)

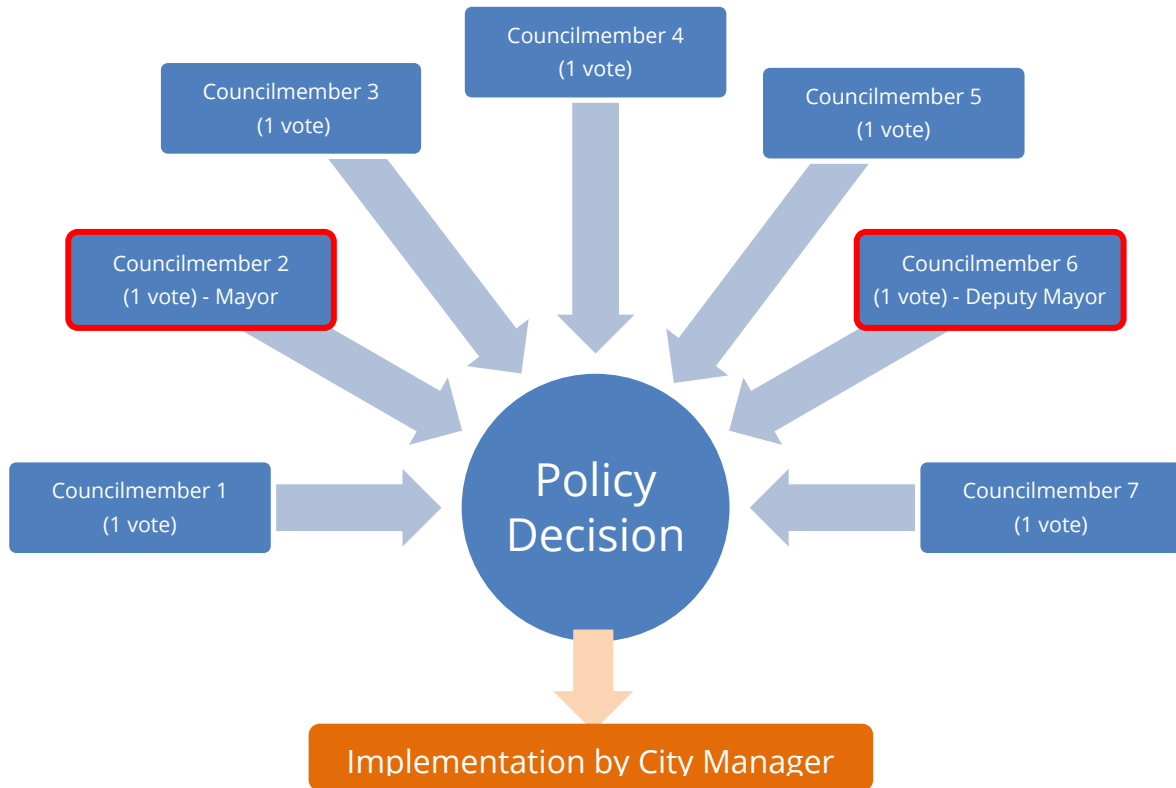
2023 WORKPLAN: Q3 – 8 “Review other City policy documents, as they come up”

Alignment with Ordinance 1581:

- Seek greater participation from underrepresented community members
 - Identify existing gaps and barriers which could prevent full participation in government and public policy
-

BACKGROUND: The City of Lacey (City) operates under a Council-Manager form of government. Under this form of government, a City Council elected by the public is responsible for policymaking, and a professional city manager, appointed by the council, is responsible for administration of the City organization. In distinction from a Mayor-Council form of government (commonly referred to as a “Strong Mayor” form of government), under the Council-Manager form of government, each of the elected councilmembers have an equal vote. The City has seven (7) councilmembers. **Figure A** depicts an example of this form of government.

FIGURE A: Council-Manager Form of Government



The City Council's primary duties are to make policy decisions, including: adopting regulations and budgets, levy taxes, authorize public improvements, providing for public safety and health, approving advisory board appointments, and overseeing a wide-ranging agenda for the community of Lacey. The City Council commonly makes decisions after thoroughly reviewing information from City staff, including recommendations from advisory boards, or other subject matter experts on a topic. This information exchange occurs at public meetings, such as Committee Meetings, Worksession Meetings, Regular Meetings, and Special Meetings.

Current Legislative Process:

At the City, policy items often go through the following process:

1. **City Manager review and approval.** The City Manager tasks City staff with researching and bringing policy items to the Lacey City Council based on the direction of the Lacey City Council and/or the emergence of an issue.
2. **Committee Meetings.** Currently, many policy items brought before the Lacey City Council are referred from a City Council committee or committees depending on the topic. At the City, three (3) councilmembers attend each committee and there are currently a total of six (6) committees:
 - a. Transportation

- b. Utilities
- c. General Government and Public Safety
- d. Finance and Economic Development
- e. Land Use and Environment
- f. Community Relations and Public Affairs

Each Committee meets occur once a month. Per the City Council's Policies-Procedures Manual, Committees meetings are defined as:

“The Council holds committee meetings on a monthly basis to discuss issues related to community affairs, transportation, finance, economic development, land use, environment, utilities, general government, and public safety. Meeting times and dates are posted on the City’s website. Staff distribute a weekly schedule of pending agenda items to Council and staff. Three Councilmembers serve on each committee to discuss emerging issues, review City programs and policies, and provide recommendations to the full Council. Committee issues can be forwarded to regular Council Meetings for action or to a Council Worksession or committee meeting for further review. Generally, audience participation is not allowed during committee meetings, unless permitted by the Chair. (Refer to Chapter 2, Paragraph 2.12, and Attachment 2.12A, Council Policies, Organization & Procedures of Lacey Council – Resolutions 620, 842, 893.”

Importantly, Committee meetings also provide the opportunity for City staff to present “Information only” items on City operations or programs, e.g., upcoming transportation projects, community engagement opportunities, financial reports, park programming and events, etc. This information is typically not forwarded on to the full City Council for consideration. However, it is presented a second time to the full City Council, in a significantly abridged form, as part of the Regular Meeting – Standing Committee Report Outs, described below.

3. **Regular Meeting – Standing Committee Report Outs.** Near the end of Regular Meetings, Chairs of the six (6) Committees provide a high-level overview of the topics discussed at their respective meeting. This includes an abridge overview of “Informational only” items, as well as any recommendations forwarded to full City Council for action. These report outs are often brief and only provide a high-level overview of the content covered in Committee meetings. Given that Committee Meetings occur once per month, materials forwarded to the full City Council for consideration are sometimes reviewed by the full body prior to Standing Committee Report Outs during a Worksession.
4. **Worksession.** Worksessions are public meetings where the full City Council is able to review and discuss policy items. Worksession agenda items are often referred from Committee meetings. Worksessions occur twice a month. Per the City Council's Policies-Procedures Manual, Worksessions are defined as:

“Worksessions provide an opportunity for the full Council to review and discuss issues in depth without taking official action. Council Worksessions occur on the second and fourth Thursday of each month. All meetings begin at 6 p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. Although most formal Council action occurs at regular Council Meetings, the Council may make decisions and take official action at Council Worksessions.”

5. **Regular Meeting – Final decision.** These meeting are generally where the full City Council conducts its official business, enacting laws and approving policies. Regular Meetings occur twice per month.

Notably, when prompt action is necessary, this process is often abridged to:

1. **City Manager review and approval.** See above.
2. **Worksession.** See above.
3. **Regular Meeting – Final decision.** See above.

FIGURE B: Current Legislative Meeting Process (in brief)

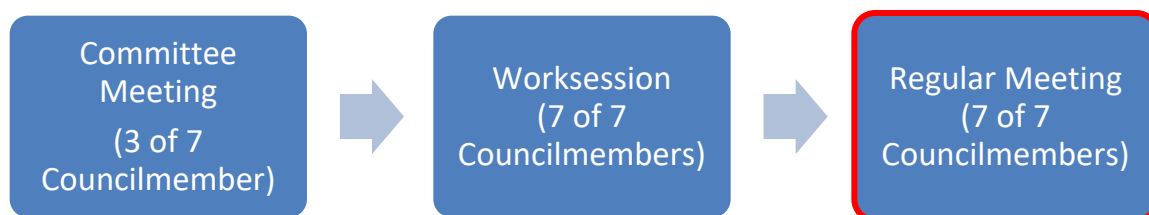


FIGURE C: Legislative Meeting Current Process (in Full)

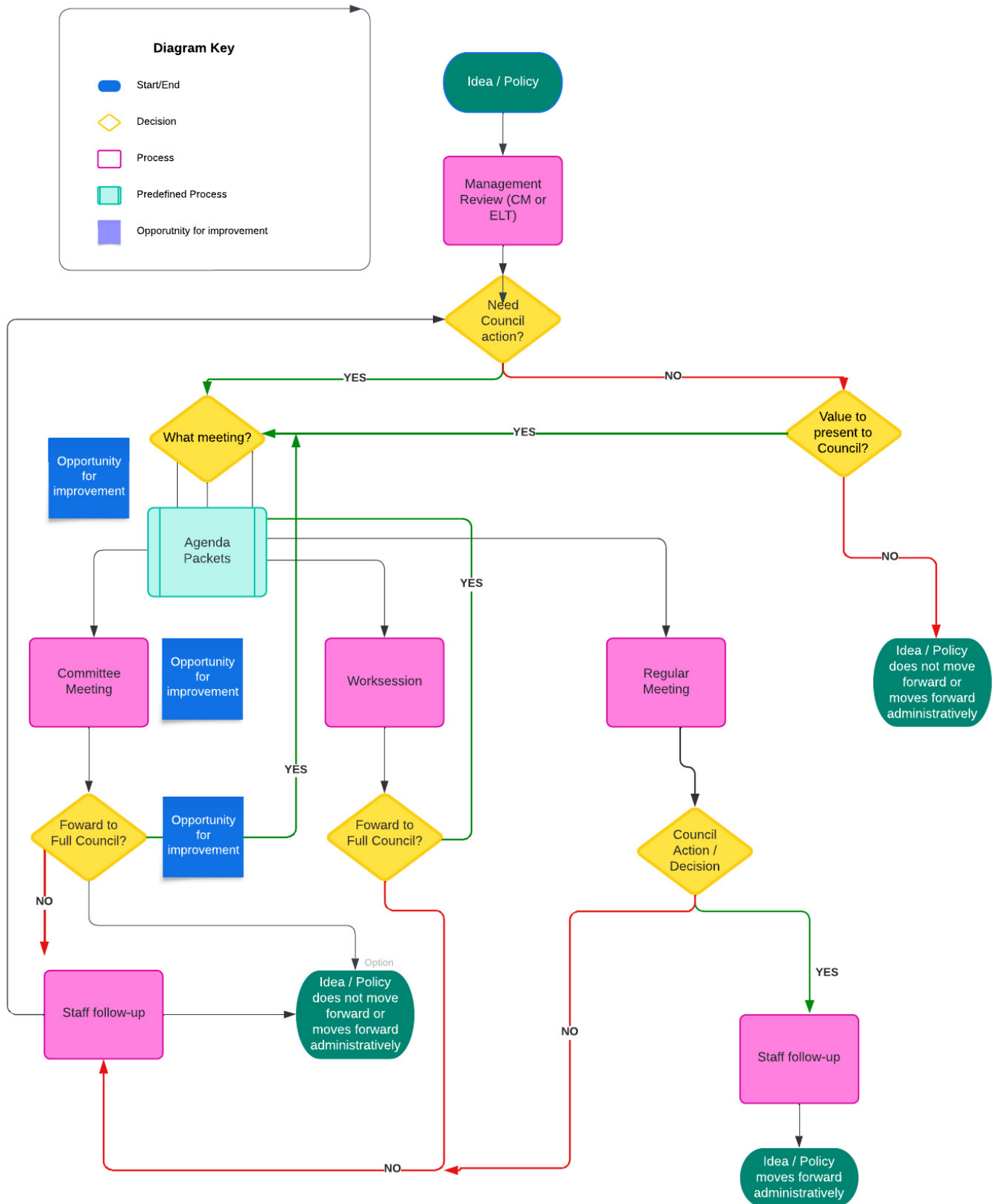
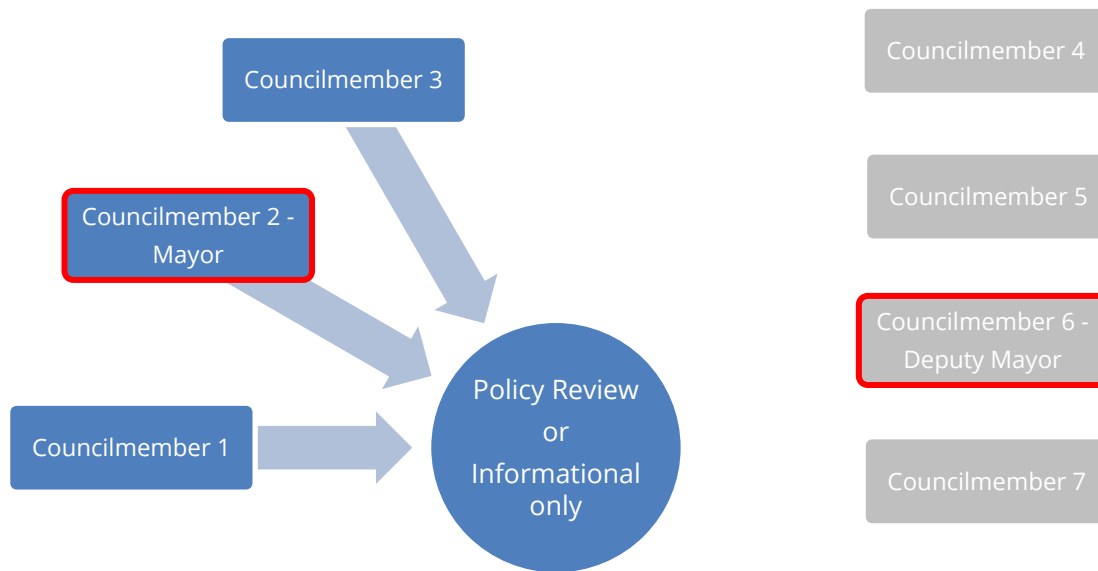


FIGURE D: Committee Meeting Structure



Lean Six Sigma / DMIAC process: City staff performed a lean process improvement project on the City's current legislative meeting process. Lean Six Sigma (LSS) is a process improvement approach that emphasizes collaboration and systematically removing operational waste and process variation. LSS uses the Define, Measure, Analyze, Improve, and Control (DMAIC) phases as part of the analysis.

Key findings of the LSS project included:

1. The City changed form of governments in 1973 from Mayor-Council to Council Manager.
2. Committees existed prior to the change in government.
3. Committee structures have changed over time at the City.
4. For the City's peer jurisdictions, Mayor-Council manager forms of government are more likely to have committees than Council-Manager forms of government. **Table A** provides an overview of peer-jurisdictions and committees.
5. For peer jurisdictions, not all committees are the same, e.g., some use committees of the whole rather than committees of selective elected officials.
6. For peer jurisdictions, most committee times are in the late afternoon or evening. The City's committees are in the morning and mid-afternoon, see below.
 - a. Transportation – 1st Tuesday, 11 a.m.
 - b. Utilities – 1st Monday, 10 a.m.
 - c. General Government and Public Safety – 4th Tuesday, 9:30 a.m.
 - d. Finance and Economic Development – 4th Tuesday, 8:30 a.m.

- e. Land Use and Environment 4th Tuesday, 10:30 a.m.
 - f. Community Relations and Public Affairs – 1st Monday, 11 a.m.
7. Lacey City Council, City staff, and community members could save resources (time) with one of the alternatives to the current legislative meeting structure.
 8. **Potential barriers to participation could be reduced for community members, and future councilmembers, with one of the Alternatives (1-4) to the current legislative meeting structure as they would reduce the total number of public meetings.**
 9. **Potential barriers to participation could be reduced if public meetings occurred in the mid-afternoon and/or early evenings.**

Table A										
Peer Jurisdiction Comparison – Committee Meetings										
City	Pop.	Size	Type of Government	Comm?	Type of Comm.	#	Committees Names	Committee Times	Study Sessions / Work Sessions	Website
Yakima	98,200	Larger	Council-Manager	No	NA	0			Y	Agendas and Minutes City Council (yakimawa.gov)
Bellingham	93,910	Larger	Mayor-Council	Yes*	Whole Some	5	Public Works and Natural Resources; Climate Action, Parks and Recreation; Public Health Safety Justice and Equity; Community and Economic Development	Varies - in afternoon	Y - Committee of Whole	City of Bellingham - Meetings - OnBase Agenda Online (cob.org)
Kirkland	93,570	Larger	Council-Manager	No	NA	0			Y	City Council – City of Kirkland (kirklandwa.gov)
Auburn (all)	88,750	Larger	Mayor-Council	No	NA	0			Y	Public Meetings Calendar - City of Auburn (auburnwa.gov)
Kennewick	85,320	Larger	Council-Manager	No	NA	0			Y	City Council Kennewick, WA (go2kennewick.com)
Pasco	80,180	Larger	Council-Manager	No	NA	0			Y	Pasco, WA - Official Website Official Website (pasco-wa.gov)
Redmond	75,270	Larger	Mayor-Council	Yes*	Whole	4	Planning and Public Works; Finance; Administration and Communications; Public Safety and Human Services; Parks and Environmental Sustainability	All meet at 4:30 pm	Y	Redmond, WA Official Website
Marysville	72,380	Larger	Mayor-Council	No	NA	0			Y	Marysville, WA - Official Website Official Website (marysvillewa.gov)

Sammamish	68,150	Larger	Council-Manager	No	NA	0			Y	City of Sammamish - Home (civicweb.net)
Lakewood	63,800	Larger	Council-Manager	No	NA	0			Y	Welcome to the City of Lakewood - City of Lakewood
Richland	62,220	Larger	Council-Manager	No	NA	0			Y	City of Richland, WA Home
Shoreline	60,320	Larger	Council-Manager	No	NA	0			Y - Built into Regular Meetings	City of Shoreline Home (shorelinewa.gov)
Lacey	58,180		Council-Manager	Yes	Some (3)	6	Transportation; Utilities; General Government and Public Safety; Finance and Economic Development; Land Use and Environment; Community Relations and Public Affairs committees		Y	City of Lacey - Home
Olympia	56,370	Smaller	Council-Manager	Yes	Some (3)	4	Committee of the Chairs; Community Livability and Public Safety; Finance Committee; Land Use and Environment (Plus: Regional Fire Authority)		Y - Built into Regular Meetings	City of Olympia - Home (olympiawa.gov)
Burien	52,490	Smaller	Council-Manager	No	NA	0			Y	Home - City of Burien (burienwa.gov)
Bothell (all)	48,940	Smaller	Council-Manager	No	NA	0			Y - Built into Regular Meetings	Bothell WA Official Website
Bremerton	45,220	Smaller	Mayor-Council	No	NA	0			Y	Bremerton, WA - Official Website Official Website (bremertonwa.gov)

Puyallup	43,260	Smaller	Council-Manager	No	NA	0			Y	Puyallup, WA Official Website (cityofpuyallup.org)
Edmonds	42,980	Smaller	Mayor-Council	Yes*	Some but all can participate	3	Finance; Parks and Public Works; Public Safety, Planning, Human Services and Personnel;	Varies - in evening	Y - Built into Regular Meetings	Home - City of Edmonds, WA (edmondswa.gov)
Issaquah	40,950	Smaller	Mayor-Council	Yes*	Whole and Some	3	Mobility and Infrastructure; Services Safety and Parks; Planning Development and Environment	All meet at 6:30 pm	Y - Committee of Whole	Issaquah, WA - Official Website Official Website (issaquahwa.gov)

For the City, **Table B** provides the total number, total duration, and average duration of Committee, Worksession, and Regular meetings held in 2022.

Table B			
City Council Meetings held and average duration in 2022			
Meeting Type	Total # of Meetings	Total Duration of Meetings (minutes)	Average Duration of Meetings (Minutes)
Committee	43	1647	38.3
Community Relations & Public Affairs	6	166	28
Finance & Economic Development	9	421	47
General Government & Public Safety	7	238	34
Land Use & Environment	6	268	45
Transportation	8	312	39
Utilities	7	242	35
Joint Worksession	4	381	95
Lacey City Council Joint Worksession	4	381	95
Regular	23	2716	118
Lacey City Council Meetings	23	2716	118
Retreat	1	296	296
Lacey City Council Retreat	1	296	296
Worksession	16	1704	107
Lacey City Council Worksession	16	1704	107
Grand Total	87	6743	78

Alternatives to the current Legislative Process: The LSS project demonstrated that the City could potentially reduce the total number of Council meetings and total meeting time with one of the Alternatives (1-4) to the existing legislative process.

The Alternatives (1-4) outlined below use the following assumptions:

1. An average of 2.5 Councilmembers attends each Committee Meetings.
2. An average of 7 staff members attend each Committee Meetings (e.g., the City Manager, Assistant City Manager, 3 Directors, 1 City Clerk, and 1 Public Affairs staff – this estimate is likely very conservative and the total staff attending each meeting much higher).
3. An average of 6.5 Councilmembers attend each Regular and Worksession Meeting, in addition to each Special Meeting, Joint Meeting, and Retreat.
4. An average of 7 staff members attend each Regular and Worksession Meeting, in addition to each Special Meeting, Joint Meeting, and Retreat (see #2).
5. 2022 represents an average number and duration of meetings per year.
6. All “Informational Only” items continue, albeit some times in different formats.
7. All Special Meetings are for “Informational only” items
8. In Alternative 1, “Informational only” items were distributed 75% to Worksessions and 25% to Regular Meetings.

Table C provides a high-level overview of Alternatives to the current system. Considering one of the Alternatives presented below, could reduce the total City Council and City staff time expended in City Council meetings by 94 to 210 hours annually, a decreased of 5.1 to 11.4 percent from the current system.

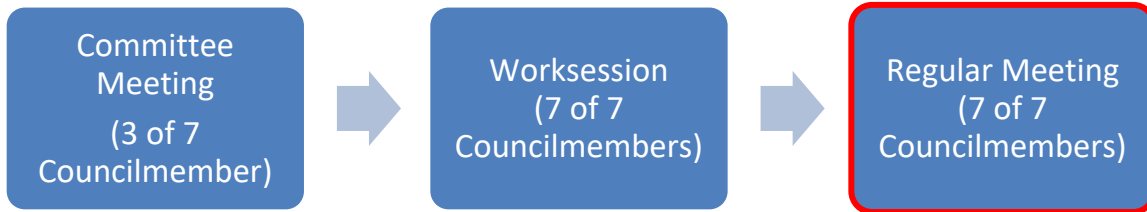
Table C						
Overview of Potential Alternatives (in brief)						
		Current	Alternative 1: No Committees, Expand Worksessions and Regular Meetings	Alternative 2: No Committees, Hold a Special Meeting every other month (info only)	Alternative 3: No Committees Hold 1 Special Meeting monthly (info. only)	Alternative 4: Consolidate to 3 Committees (info. only)
Meeting Totals		87	44	50	56	80
Information only		Y	Y	Y	Y	Y
Information uniformly		N	Y	Y	Y	N
Total Meeting Time		110,786	98,180	101,663	105,146	99,588
Reduction in hours		0	210	152	94	187
All Time Reduction		0%	-11.4%	-8.2%	-5.1%	-10.1%
City Clerk PA Times Reduction		0%	-22.3%	-21.3%	-20.4%	-5.4%
Meeting Durations (hours)	Comm.	0.6	-	-	-	0.4
	Reg.	2.0	2.1	2.0	2.0	2.0
	Work.	1.8	2.5	1.8	1.8	1.8
	Special	-	-	2.6	1.3	-

Alternative 1: No Committees, Expand Worksessions and Regular Meetings

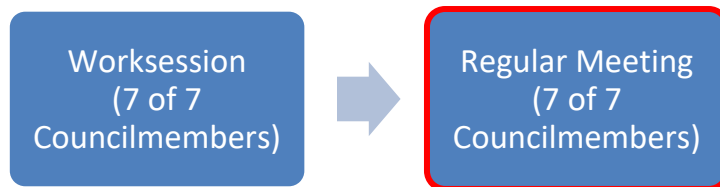
		Current	Alternative 1: No Committees, Expand Worksessions and Regular Meetings	• Would reduce total time expended on public meetings by 11.4% • Assumes 75% of "Information only" items are integrated into Worksessions 25% in Regular meetings • Worksession would last an average of 2:30 • Regular Meetings would last an average of 2:06 minutes • Start meetings at 5pm or 5:30pm to ensure that most meetings would be over by 8 p.m. Example of Monthly Meeting Schedule: • <u>7/6 - Regular Meeting:</u> 5:30 pm to 7:30pm • <u>7/13 - Worksession Meeting:</u> 5:30 pm to 8:00pm • <u>7/20 - Regular Meeting:</u> 5:30 pm to 7:30pm • <u>7/27 - Worksession Meeting:</u> 5:30 pm to 8:00pm
Meeting Totals		87	44	
Information only		Y	Y	
Information uniformly		N	Y	
Total Meeting Time		110,786	98,180	
Reduction in hours		0	210	
All Time Reduction		0%	-11.4%	
City Clerk PA Times Reduction		0%	-22.3%	
Meeting Durations (hours)	Comm.	0.6	-	
	Reg.	2.0	2.1	
	Work.	1.8	2.5	
	Special	-	-	

Examples: Current Legislative Process v. Alternative 1:

Current state: Current Legislative Process with Committees, Worksessions, and Regular meetings

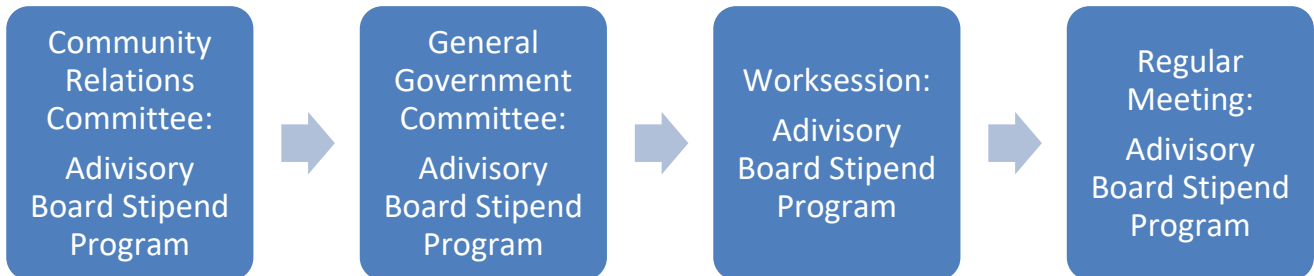


Alternative 1: No Committee Meetings, Expand Worksessions and Regular Meetings

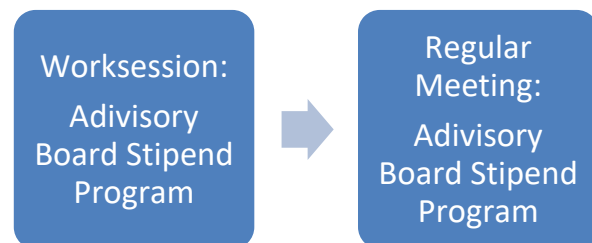


Advisory Board Stipend Program Example:

Current state: Current Legislative Process with Committees, Worksessions, and Regular meetings



Alternative 1: No Committee Meetings



Alternative 2: No Committees, Hold a Special Meeting every other month (info only)

		Current	Alternative 2: No Committees, Hold a Special Meeting every other month (info only)	• Would reduce total time expended on public meetings by 8.2% • No change to Worksession duration • No change to Regular Meetings duration • Special Meetings would be “Informational only” • Special Meetings would be of full City Council • Special Meetings would last an average of 2:36 minutes Example of Monthly Meeting Schedule: • <u>7/6 - Regular Meeting:</u> 6pm to 8pm • <u>7/13 - Worksession Meeting:</u> 6pm to 8pm • <u>7/20 - Special Meeting:</u> 3:00pm to 5:30pm (every other month, no special meeting in August) • <u>7/20 - Regular Meeting:</u> 6pm to 8pm • <u>7/27 - Worksession Meeting:</u> 6pm to 8:00pm
Meeting Totals		87	50	
Information only		Y	Y	
Information uniformly		N	Y	
Total Meeting Time		110,786	101,663	
Reduction in hours		0	152	
All Time Reduction		0%	-8.2%	
City Clerk PA Times Reduction		0%	-21.3%	
Meeting Durations (hours)	Comm.	0.6	-	
	Reg.	2.0	2.0	
	Work.	1.8	1.8	
	Special	-	2.6	

Alternative 3: No Committees Hold 1 Special Meeting monthly (info. only)

		Current	Alternative 3: No Committees Hold 1 Special Meeting monthly (info. only)	• Would reduce total time expended on public meetings by 5.1% • Worksession would not change in duration • Regular Meetings would not change in duration • Special Meetings would last 1 hour • Special Meetings would be “Informational only” • Special Meetings would be open to All Council • Consider holding Special Meetings at 4:30pm on Regular Meeting Nights Example of Monthly Meeting Schedule: • <u>7/6 - Regular Meeting</u>: 6pm to 8pm • <u>7/13 - Worksession Meeting</u>: 6pm to 8pm • <u>7/20 - Special Meeting</u>: 4:30pm to 5:30pm (every month) • <u>7/20 - Regular Meeting</u>: 6pm to 8pm • <u>7/27 - Worksession Meeting</u>: 6pm to 8:00pm
Meeting Totals		87	56	
Information only		Y	Y	
Information uniformly		N	Y	
Total Meeting Time		110,786	105,146	
Reduction in hours		0	94	
All Time Reduction		0%	-5.1%	
City Clerk PA Times Reduction		0%	-20.4%	
Meeting Durations (hours)	Comm.	0.6	-	
	Reg.	2.0	2.0	
	Work.	1.8	1.8	
	Special	-	1.3	

Alternative 4: Consolidate to 3 Committees (info. only)

		Current	Alternative 4: Consolidate to 3 Committees (info. only)	• Would reduce total time expended on public meetings by 5.4% • Worksession would not change in duration • Regular Meetings would not change in duration • 36 Committee meetings annually 1 hour each • Committees would be “Informational only” • Consider holding Committee Meetings at 4:30 pm before Reg & Worksessions Example of Monthly Meeting Schedule: • <u>7/6 - Committee #1:</u> 4:30pm to 5:30pm • <u>7/6 - Regular Meeting:</u> 6pm to 8pm • <u>7/13 - Committee #2:</u> 4:30pm to 5:30pm • <u>7/13 - Worksession Meeting:</u> 6pm to 8pm • <u>7/20 - Committee #3:</u> 4:30pm to 5:30pm • <u>7/20 - Regular Meeting:</u> 6pm to 8pm • <u>7/27 - Worksession Meeting:</u> 6pm to 8:00pm
Meeting Totals		87	80	
Information only		Y	Y	
Information uniformly		N	N	
Total Meeting Time		110,786	99,588	
Reduction in hours		0	187	
All Time Reduction		0%	-10.1%	
City Clerk PA Times Reduction		0%	-5.4%	
Meeting Durations (hours)	Comm.	0.6	0.4	
	Reg.	2.0	2.0	
	Work.	1.8	1.8	
	Special	-	-	

Next Steps. Upon review, discuss one of the following options:

Option 1: Recommend perusing alternatives to the current legislative process to reduce potential barriers to participation.

Option 2: Take no action; Do not make a recommendation.

Option 3: Some other option not contemplated in the above options.

City staff recommends Option 1.



LACEY COMMISSION ON EQUITY
July 24, 2023

SUBJECT: **LGBTQIA+ Community Forum Update**

RECOMMENDATION: For review and discussion only. Discuss if there is any additional information that is missing from this summary. Discuss potential changes to the Community Forum structure.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*

ATTACHMENTS: None

FISCAL NOTE: None

PRIOR REVIEW: None

2023 WORKPLAN: Q2 – 2 “Hold a focus group with community members / affinity group(s) (TBD)”

BACKGROUND: On July 12, 2023, the City of Lacey (City) hosted a LGBTQIA+ Community Forum (Forum) at the Lacey Timberland Library. The Forum was facilitated by the Commission on Equity (COE) led by Vice Chair Annie Clay and Commissioner Jon Hegwood. There were approximately 35 community members in attendance. At the Forum, the COE provided a brief history of the COE, reviewed the COE’s role as an advisory board to the Lacey City Council, and provided an overview of the COE’s work in 2022 and 2023.

Following this overview, the COE heard from Forum participants on ways to create a more welcoming environment, about racism and inequities in the community, how to increase participation from underrepresented community members, and barriers to participation, as well as other questions, concerns, ideas, feedback, etc.

For background, the COE, established in 2021 by Lacey City Council Ordinance 1581, is an advisory body to the Lacey City Council and is tasked with providing recommendations on ways to:

- Identify and advance opportunities that will create a more welcoming community.

- Continue critical conversations on race and equity.
- Seek greater participation from underrepresented community members.
- Identify existing gaps and barriers which could prevent full participation in government and public policy.

In Ordinance 1581, the City affirmed its commitment to “to partnering with local civic leaders and organizations to improve communication with underrepresented groups to address areas of concern.” In alignment with this commitment, the Commission on Equity’s 2023 workplan identifies hosting quarterly community forums in the community outside of City Hall or other City facilities. It is the intent of the COE to continue to hold community forums beyond 2023, recognizing that one forum or location cannot possibly capture all perspectives at any given time or throughout time.

The feedback and input verbally provided at the Forum by community members is summarized below (not verbatim). The City also provided a way for individuals to submit comments online after the Forum from July 13, 2023 to July 20, 2023. Due to the timing of this survey, the data below does not include a summary of these comments.

1. How can we create a welcoming community?

- A. Host a Pride event in the community.
- B. Expressed appreciation to the City for putting on this event.
- C. Provide more information on how to volunteer and get involved within the community. Provide more information on what is going on in the community.
- D. Concerns that there is a lack of diversity with candidates for public positions. Concerns that there is a knowledge gap on how to run for office or volunteer.
- E. Signage, flags, and other types of visualizations, are important. Have more visual representation that demonstrates that the City is welcoming, e.g., flying the Progress Pride and Juneteenth flags longer, having more murals honoring cultural communities, creating entrance signs to the City welcomes everyone in multiple languages and expresses support for LGBTQIA communities.
- F. Disappointed with the City’s past sponsorship activities, but expressed appreciation of through response by the City.
- G. Continue to collaborate with partners in the community.

- H. Create a place where people can meet and engage safely with one another.
- I. Create a support group for parents of LGBTQIA+ youth in Lacey, e.g., Lacey PFLAG.

2. What concerns do you have about racism and inequity in the community?

- A. Concerns about North Thurston Public Schools and issues youth are facing.
- B. Involve more youth voices and perspectives.
- C. Use language that all can understand (plain talk) in communications.
- D. Concerns about inaccurate information disseminated on SB5599.
- E. More information on how allies can be helpful advocates in the elimination of racial and other inequities in the community.
- F. Continue efforts to respond to homelessness; Lacey and jurisdictional partners are making strides with opening of Maple Court. Continue to collaborate with regional partners.
- G. Concerns about the continued impact of historical legacies on community, e.g., redlining and access to economic opportunities.

3. How could we increase participation from underrepresented community members?

- A. Concerns that there is a knowledge gap on how to run for office or volunteer.
- B. Host youth and young child friendly events and programs.
- C. To enhance participation, find existing gaps in engagement and focus efforts on closing these gaps.
- D. Concerns about transportation access.
- E. Concerns about language access and providing information in multiple languages.
- F. Enhance communications on more social media platforms.

4. What barriers have you seen or experienced in participating in decisions that impact the community?

A. Enhance communication efforts by the City.

5. Did you experience any barriers to your participation today?

A. Expressed that it was refreshing to discuss LGBTQIA+ issues openly.

B. Enhance focus on youth voices and participation. Hold a forum for community members 18 years old and under.

6. Is there anything else that you would like to tell us?

A. Enhance communication efforts by the City. Communication is one of the hardest things; people don't read.

B. Concerns about safety of transgender and queer youth.

C. Include data and statistics in forthcoming DEI strategic plan.

D. Get more out more information on how community members can be more involved.

E. Concerns about people experience homelessness.

F. Enhance LGBTQIA+ events, like Olympia Pride parade.

G. Collaborate and share information with partners.

NEXT COMMUNITY FORUM: The Commission on Equity will tentatively host the next Community Forum in September or October. The location of this forum is to be determined.

RECOMMENDATION: Review and discussion only. Discuss if there is any additional information that is missing from this summary. Discuss potential changes to the Community Forum structure.

Staff Report: LGBTQIA+ Community Forum
August 28, 2023

Addendum A
LGBTQIA+ Community Forum 2023 – Online Responses

Summary of online responses: The following provides a high-level overview of online survey responses. The summaries below do not represent comments verbatim.

1. How can we create a welcoming community?

- A. Concerns about Homeowner Associations (HOA) in the community.
- B. Support small local businesses operated by underrepresented community members.
- C. Collaborate with local businesses to promote LGBTQIA+ support.
- D. Plant more trees.
- E. No change, Lacey is a welcoming community.
- F. More visuals in community, e.g., signs banners, celebrations. Fly pride flags more frequently. Work with businesses to display pride flags.
- G. Less communication emphasizing public safety and policing.
- H. Host a Pride event and more events in the community.
- I. Get data on disparities by LGBTQIA+ community in Lacey.
- J. Some survey takers indicated that this should not be a City focus.

2. What concerns do you have about racism and inequity in the community?

- A. Concerns about cost of housing, food, water, and power.
- B. Concerns about public safety, particularly for LGBTQIA+ youth.
- C. Concerns about white supremacist groups in the community.
- D. Concerns about City events, including locations and co-hosts.
- E. History of area: Restrictive covenants in place around Thurston County.
- F. Concerns about leaders that endorse discrimination and hate.
- G. Concerns about affordable housing and historical housing inequities.
- H. Concerns about lack of diversity of elected officials, advisory boards, City staff.
- I. Several indicated that they had “no” concerns.

- 3. How could we increase participation from underrepresented community members?**
- A. Enhance engagement with underrepresented community members.
 - B. Create more events and more free events. Offer more grants for events and programs that are not free.
 - C. Collaborate with community partners.
 - D. Enhance communications: newsletter, social media, banners. Enhance moderation of City social media outlets.
 - E. Community Forums are a start. Must build trust.
 - F. Enhance housing, mental health, and employment services for transgender community members.
- 4. What barriers have you seen or experienced in participating in decisions that impact the community?**
- A. Concerns that community input is not listened to by the City.
 - B. Concerns that corporate business is prioritized over local, small businesses.
 - C. Concerns about elections.
 - D. Concerns about public safety for youth and transgender community members.
 - E. Concerns about resources (money, time) being barriers and transparency of decision making.
 - F. Support for virtual/remote options provided for engagement.
 - G. Lack of childcare during meetings and timing of meetings (during workday).
 - H. Concerns on focus of race and gender only.
 - I. Several indicated that they did not experience barriers.
- 5. Did you experience any barriers to your participation today?**
- A. Enhanced communication of City events, like Community Forums.
 - B. Unable to attend the in-person due conflicts, e.g., family or work.
 - C. Several indicated that they did not experience barriers.
- 6. Is there anything else that you would like us to know?**
- A. Concerns about lack of affordable housing.
 - B. Concerns about lack of community spaces.
 - C. City should host more Community Forums during the year.
 - D. Thank you for these efforts, excited to see more.
 - E. Have more LGBTQIA+ visibility in community.

- F. Encourage allies to support efforts.
- G. Some survey takers indicated that this should not be a City focus.



LACEY PD COMMUNITY ACADEMY

CLASSES COVER A VARIETY OF TOPICS SUCH AS:

- Recruiting and Hiring Process
- Department Operations
- Criminal Law
- Homeless Outreach
- Firearms
- Less Lethal Tools
- Traffic Enforcement
- SWAT
- Drone Operations
- Hostage Negotiation
- Detectives
- Evidence Processing

ACTIVITIES AND DEMONSTRATIONS INCLUDE:

- Department Tour
- Firearms
- Emergency Driving
- Less Lethal Tools
- Defensive Tactics
- Mock Scenes

HOW DO I APPLY?

Complete the application form at:

www.cityoflacey.org

Or follow this QR code!



E-mail the completed form with a copy of your drivers license or state ID to:
CRU@ci.lacey.wa.us or drop it at the front counter of the Lacey Police Department at:

420 College ST SE Lacey, WA 98503

Once your application has been received and processed, you will be contacted and provided with further information.

HOW AM I SELECTED?

Candidates for the Academy must meet the following criteria:

- Minimum 18 years of age,
- Live, work, or attend school in Lacey,
- Have no felony convictions,
- Have no pending criminal cases or outstanding arrest warrants,
- Sign participation waiver forms.

FALL 2022 COURSE DATES:

- Wednesday, September 28th
- Wednesday, October 5th
- Wednesday, October 12th
- Saturday, October 15th from 8:00am-5:00pm
- Wednesday, October 19th
- Wednesday, October 26th
- Wednesday, November 2nd

***All Wednesday classes are from 5:30 to 8:30PM. Snacks and refreshments will be provided.**

'Partnering with the community to make Lacey a safe and desirable place to live, work, learn, and play.'



Visit our website at: **<https://cityoflacey.org/departments/police/>** and follow us on social media:



Robert Almada, Chief of Police



**LACEY POLICE DEPARTMENT
COMMUNITY ACADEMY APPLICATION**
(Please Print Legibly)

Once you have completed this form, please drop it and a clear copy of your driver's license or State ID card off at the front counter of the Lacey Police Department at 420 College ST SE, or e-mail it to: CRU@ci.lacey.wa.us.

Applicant's Name:

Last

First

MI

Address:

City State Zip

E-mail Address:

Phone:

Home

Work

Cell

Date of Birth:

Shirt Size:

Sex:

Race:

Drivers License #:

☐

If you have a disability and require accommodation to fully participate in the Community Engagement Academy, please check here and contact Lindsay Palmer at (360) 486-8725 or by email at CRU@ci.lacey.wa.us

Emergency Contacts:

Name Phone #

Name Phone #



**LACEY POLICE DEPARTMENT
COMMUNITY ACADEMY APPLICATION**
(Please Print Legibly)

How did you hear about the Community Engagement Academy?

Why are you interested in attending? (Use extra paper if necessary.)

Please answer truthfully and provide additional comments, if necessary.

1. Do you have any Criminal or Felony Convictions in the last 10 years?

Yes ☐ No ☐ If yes, year of conviction _____

Define the Conviction? _____

Comments: _____

2. Have you had 3 or more contacts with law enforcement in the last 10 years, in which you were listed as a suspect? Yes ☐ No ☐

Comments: _____

3. Are you listed or involved in any active criminal investigation as of the date of this application? Yes ☐ No ☐

Comments: _____



**LACEY POLICE DEPARTMENT
COMMUNITY ACADEMY APPLICATION**
(Please Print Legibly)

PERMISSION TO CONDUCT A RECORD CHECK

As an applicant for the Lacey Police Department Community Engagement Academy, I hereby authorize the Lacey Police Department to conduct a criminal history records check. All applications for the Community Engagement Academy (CEA) shall be reviewed on a case by case basis. This information is intended to be used as guidelines for those within the Lacey Police Department who are tasked with reviewing CEA applicants.

All information is to remain confidential as required by Washington and federal statutes.

Signature of Applicant

Date