



**City of Lacey, Washington**  
**Parks Improvement Funding Workgroup Meeting Agenda**

Refer to the bottom of the agenda for meeting information.

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Monday, August 19, 2024

5:30 PM

Council Chambers and Online

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**1. Call to Order**

**2. Roll Call**

**3. Land Acknowledgment**

The Parks, Culture and Recreation Board meets on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the [Medicine Creek Treaty of 1854](#).

**4. Approval of Agenda and Minutes**

A. Approval of Agenda\*

**5. Public Comment**

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

**6. Business Items**

**A. Advisory Board Stipend Program and Demographic Survey**

Shannon Kelly Fong, Assistant City Manager  
Elissa Fontaine, City Clerk

**B. Open Public Meetings and Public Records**

Elissa Fontaine, City Clerk

**C. Workgroup Member Introductions**

Jenny Wilson, Senior Parks Planner

**D. Boards and Commissions Handbook and Draft Workgroup Rules of Procedure**

Jenny Wilson, Senior Parks Planner

**E. Workgroup Overview**

Jen Burbidge, Director of Parks, Culture and Recreation

**7. Adjourn**

\*Item Action Requested

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### **Attend Remote or In Person**

There are several ways to attend the Parks Improvement Funding Workgroup meeting:

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

Zoom: [https://us02web.zoom.us/webinar/register/WN\\_U3fjY44VTMa2rLOp3PtBOg](https://us02web.zoom.us/webinar/register/WN_U3fjY44VTMa2rLOp3PtBOg)

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

YouTube: <https://www.youtube.com/watch?v=OSZE6CB4UmM>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 876 2022 0416)

### **Verbal Public Comment**

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

In-person: Use the sign-up sheet at the meeting location.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:  
[https://us02web.zoom.us/webinar/register/WN\\_U3fjY44VTMa2rLOp3PtBOg](https://us02web.zoom.us/webinar/register/WN_U3fjY44VTMa2rLOp3PtBOg)  
Instructions and access details will be provided once registration is complete.

### **Written Public Comment**

Please submit written public comment to [PRPubliccomment@cityoflacey.org](mailto:PRPubliccomment@cityoflacey.org) two hours before the start time of the meeting. Public comments received by the deadline will be sent to Commissioners prior to the meeting, but will not be read at the meeting.





**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/06/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Mark O. Brown	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

My wife and I have lived in Lacey now for almost exactly 50 years. Parks and Recreation programs are in my opinion as important as anything that City government does. I'd love to be part of planning Lacey's Parks and Recreation future.

**How did you hear about this opportunity?**

A colleague sent me the notice and application

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

Recently stood down after 12 1/2 years as a member of the Washington State Parks & Recreation Commission. Served two terms as Chair. I have extensive policy m, planning and financing experience in the field of parks and recreation I would love to put that experience to work right here at home in Lacey.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Lacey Advisory Board, Parks User

**Tell us more about the groups you participate in:**



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/20/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Cathleen Cook	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

Strong advocate for community parks and recreation. Help guide the funding priorities and capital development of community parks.

I moved to the Lacey area about 4 years ago after retiring. I have been involved in the Parks and Recreation field for over 40 years and feel I can offer my knowledge and experience as a WorkGroup member to developing a plan. This would also assist me in getting more familiar with the community.

**How did you hear about this opportunity?**

Parks and Recreation Newsletter

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

Retired National Park Service Park Ranger and Park Superintendent (34 years.) BS Degree in Recreation and Park Administration. Experience in Park Planning, Budget, Operations and Maintenance, Visitor Services, Park Programming. Capital Improvements.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Non-Profit Organization, Parks User

**Tell us more about the groups you participate in:**

Support the educational opportunities of Nisqually Land Trust, Nisqually Reach Nature Center, and Nisqually National Wildlife Refuge.  
Serve as Volunteer for North Thurston School District leading curriculum-based field programs. Utilize community parks and participate in recreation programs.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/11/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	James R Eychaner	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

To have a better connection to my community

**How did you hear about this opportunity?**

Online

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

23 years planning and policy including writing grant rules for the State's Recreation and Conservation Funding Board. Chairman, Everett Mountaineers. President, Capital Bicycling Club, member City of Olympia Bicycle-Pedestrian Advisory Committee, Executive Director Washington Trails Association



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Parks User

**Tell us more about the groups you participate in:**

Volunteer driver for South Sound Senior Services, station volunteer Centennial Station serving Amtrak passengers



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/24/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Lauren E Howard	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

Outside the Lacey City Limits or Urban Growth Area (Non-Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

I feel strongly that the city of Lacey is doing great work to create a more inclusive community. Working in Lacey and sending my children to school in Lacey, I see day in and day out the work the city is doing to foster this inclusive community. Having worked over the last few years with Lacey Parks Culture and Recreation providing Sensory Recovery Areas to their large-scale events, I have been so impressed with the dedication and commitment of city staff. I believe participating in the Workgroup is a way to give time to the city to further this important work.

**How did you hear about this opportunity?**

An email from the city

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

I am the mother of three neurodivergent children, one of whom has other disabilities including gross-motor delays. We use parks frequently and often benefit from the inclusive decision-making that has gone into the design of newer parks in the community. Professionally, my work centers on removing barriers to access for the neurodivergent and disabled members of our community in community, education, and employment environments. I have a robust background in committee and board work as an avid volunteer within our Army and civilian communities.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Business Group, Military Community, Non-Profit Organization, Parks User

**Tell us more about the groups you participate in:**

Leadership Thurston County Class of 2025

FIRST Spouse Mentorship Program, 1st Special Forces Group (Airborne) (2012-2022)

CARE Team, 1st Special Forces Group (Airborne) (2022-present)

South Sound Parent to Parent Board of Directors, (Past President, Secretary, Treasurer Elect) 2017-present



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/09/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Karen L Ideker	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

To support provision of recreational activities for the public

**How did you hear about this opportunity?**

Jeff Prevost

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

Served on the Board for the Thurston County Pickleball Club for three years, owned my own Absolutely Ballroom business teaching ballroom dancing, and historically was a staff member of Thurston Regional Planning Council for twelve years.



## Application for Appointment to the Lacey Parks Improvement Funding Workgroup

**How are you involved in the community?**

Parks User, Sports Team or Group

**Tell us more about the groups you participate in:**

Weather permitting, I play pickleball most days of the week, mostly at Rainier Vista. I have assisted in organizing leagues, round robins, and tournaments--including two for Lacey City employees. I utilize walking areas. I have been a spectator of youth soccer, baseball, and fast pitch.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/18/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Brooklyn A McReynolds	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

I'm interested in the experience- I'm an NTPS student at Timberline and I value the opportunity to be involved in and make a positive difference for our community. The group setting and civic process would benefit me personally, and as a parks user I want the best for the spaces.

**How did you hear about this opportunity?**

It was shared with me through the Counseling Center at my school, then I saw flyers on boards at the parks.

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

I am a member of the Principal's Advisory Council at my school, so have some experience providing suggestions and feedback in a group setting. I have very limited preconceptions about parks improvement funding, and come with outside perspective that may be useful. I live in the Lakepointe neighborhood in the south of Lacey that has several parks within it, and can pretty literally step out my front door to a city park. This means I get a lot of face time with the parks and am well acquainted with the ways people use them, as well as having many opportunities to use them myself.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Educational Group, Faith Based Organization, Non-Profit Organization, Parks User

**Tell us more about the groups you participate in:**

I'm going into 11th grade, which will be my 2nd year in NTPS (was homeschooled in the area previously).

I've attended Timberline Baptist Church and am involved in other Christian organizations throughout Thurston County.

I'm a "site-based big" with Big Brothers Big Sisters of Southwest Washington.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/22/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Rachel Murata	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

My family benefits tremendously from Lacey parks. We've loved the camps, the playgrounds, the trails, and the sports fields and I would love the opportunity to give back and help ensure the parks are just as great a resource for future families for years to come.

**How did you hear about this opportunity?**

Email from parks

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

In my day job I work in performance management for the governor's office. I have a small amount of experience with budgeting, and my work has included program evaluation on the benefits of outdoor recreation space and stewardship of public lands. I also think my experience with project management, program development, strategic planning and performance measurement will bring a helpful perspective and maintain a focus on impact and action.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Non-Profit Organization, Parks User

**Tell us more about the groups you participate in:**

I'm a co-leader for a girl scout troop 44550, and the committee chair for cub scout pack 9222.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/25/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Haley Ortega	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

Outside the Lacey City Limits or Urban Growth Area (Non-Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

I would like to serve on the Park Improvement Funding Workgroup because I believe in helping promote health and wellness in our community, a safe place for people to come together, as well as help support our children in having a safe place to grow. I would like to be a part of this workgroup because I believe in serving my community. As a public educator, I have served in numerous capacities from teacher to principal, regional coordinator, and director. Students, families, and community partners have been at the center of my decision-making my entire career. I hope to bring that passion and commitment to this workgroup.

**How did you hear about this opportunity?**

Jenny Wilson shared the link with me.

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

I currently work for North Thurston Public Schools as the Director of Activities, Arts, and Athletics. Within my job responsibilities, I manage South Sound Stadium, as well as collect and monitor data around the clubs, activities, and athletics our students participate in K-12. I have been in public education for 19 years and I'm currently working on my superintendent certification. My commitment to providing students with a sense of belonging and equitable access to learning opportunities will transfer naturally into this work.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Educational Group, Parks User, Sports Team or Group

**Tell us more about the groups you participate in:**

I work for NTPS. My family visits Lacey parks for leisure as well as organized sporting events.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/05/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Phillip Roybal	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

I want to help our community and believe I can do so with this working group. I work for our public schools and can see and hear some ideas to help improve our youths engagement in iur public spaces.

**How did you hear about this opportunity?**

Email

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

I have experience working with cultural programs (I'm Native America from Oklahoma & worked at Wa He Lut Indian School locally and helps with cultural programs). I was previously volunteered on Fort Carson with recreational activities for soldiers and families.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Military Community, Parks User, Sports Team or Group

**Tell us more about the groups you participate in:**

VFW, VIPs, OWC, Coaching Wrestling, baseball & football. I'm a veteran and my wife is active duty. We use the parks with our 5 children (7 years old and younger).



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/25/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Evette Temple	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

I love Lacey's beautiful family friendly parks and want to help ensure their continued maintenance and development of the program.

**How did you hear about this opportunity?**

Sadie Siglin

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

I have over 30 years in experience in banking and commercial finance is my day job. I have also served on non-profit boards for over 25 years and am very familiar with funding strategies. I served on the former Olympia Lacey Tumwater Visitor Convention Bureau Board of Directors (now Experience Olympia and Beyond) for several years on Executive Committee and also Board President.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Business Group, Non-Profit Organization, Parks User

**Tell us more about the groups you participate in:**

Former Board President VCB, former Safeplace Board Member, former Behavioral Health Resources Board Member, Current Board President Homes First, Olympia Master Builders Auction Committee Member, Olympia Downtown Association Economic Vitality Committee Member, Member of Olympia Eagles, Thurston County Chamber of Commerce Ambassador.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

<b>Date of Application:</b>	06/07/24	
<b>Application for:</b>		
<b>Applicant Name:</b>	Cheri A Wilkins	
<b>Address:</b>		
<b>Email:</b>		
<b>Phone Number:</b>		

**Do you live within the City Limits or the Urban Growth Area?**

In Lacey City Limits or the Urban Growth Area (Voting)

**Why would you like to serve on the Parks Improvement Funding Workgroup?**

As a Realtor® and a parent I have watched this city and county grow over the years. I would love to help shape the future of the city by giving input in growing the parks system for people to enjoy.

**How did you hear about this opportunity?**

Via email that was sent to me.

**What knowledge, skills, or lived experiences can you bring to the Workgroup?**

I have lived in Thurston County for 35 years I have enjoyed using the parks and trails with my children and now grandchildren. As a Realtor® I am inform new arrivals to our community all of the benefits of the area, to include recreation opportunities. I would like to be able to share my opinions and also learn more about improving our community through the parks system.



**Application for Appointment to the  
Lacey Parks Improvement Funding Workgroup**

**How are you involved in the community?**

Civic Group, Military Community, Parks User

**Tell us more about the groups you participate in:**

Thurston County Realtors Association, Senior Action Network



**AD HOC PARKS IMPROVEMENT FUNDING WORKGROUP**  
**DRAFT RULES OF PROCEDURE**

Adopted \_\_\_\_\_

**1. Meetings**

1.1. General

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

1.2. Business Meetings

- 1.2.1. The Workgroup shall meet approximately two Mondays per month at 5:30 p.m. Workgroup members will attempt to conduct business at all Meetings in a manner that allows for adjournment by 8:30 p.m.
- 1.2.2. In general, meetings will include the following elements:
  - Call to Order
  - Roll Call
  - City of Lacey - Land Acknowledgement (abbreviated)
  - Approval of agenda, previous meeting minutes, and consent items
  - Public Comment
  - Workgroup Business (includes, reports, presentations, etc.)
  - Adjourn

1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Workgroup may call for a Worksession or Special Meeting of the Workgroup or a committee when necessary.
- 1.3.2. Although most formal Workgroup action occurs at Business Meetings, the Workgroup 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
- Roll Call
- City of Lacey - Land Acknowledgement (abbreviated)
- Public Comment
- Workgroup Business (includes, reports, presentations, etc.)
- Adjourn

## **2. Terms of Office**

2.1. Terms for Ad Hoc Workgroup members shall be until the work of the group is complete.

## **3. Nomination of Presiding Officer(s)**

3.1. The officers of the Workgroup shall be a Chair and a Vice Chair elected by the voting members of the Workgroup, and such other officers as the Workgroup may elect.

3.2. The Chair and Vice Chair shall be voting members.

3.3. 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 Workgroup.

## **4. Duties of Officers**

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

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

4.2.1. Committees of the Workgroup shall be created at the direction of the Workgroup and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries that relate to matters of interest to the Workgroup. No committee shall have the power to commit the Workgroup to the endorsement of any plan, case or program without the approval of the full Workgroup.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, potential conflicts of interest, 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, Workgroup members in attendance may elect a temporary Chair who shall exercise the powers of the elected Chair.

## **5. City Staff Support**

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

## **6. Quorum**

6.1. A majority of the general voting members the Workgroup, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Workgroup business. If a

quorum is not present, the Workgroup meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any meeting, Special Meeting, or Worksession of the Workgroup, is deemed and taken as the action of the Workgroup.

**7. Conflict of Interest**

7.1. Any member of the Workgroup 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 final recommendations of the Workgroup 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 the City of Lacey staff, special information regarding those cases or proposals having unusual significance.

**9. Public Comment**

9.1. Public comment will follow the procedures outlined in the Advisory Board Handbook: Standards, Protocols, and Ground Rules.

ADOPTED by the City of Lacey Parks Improvement Funding Workgroup on this day \_\_\_\_\_.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair



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# Advisory Board Handbook Standards, Protocols, and Ground Rules

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*Updated 08.06.2024 – Effective 09.02.2024*

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## FOREWORD

The Lacey City Council is very appreciative of community members that serve on City of Lacey (City) Advisory Boards. The work that these volunteers perform in support of our community, and in partnership with the Lacey City Council, is invaluable. City Advisory boards emphasize the Lacey City Council's commitment to community and service.

As a representative of the City and ambassador of our community, Advisory Board members are expected to have common and consistent standards, protocols, and ground rules, similar to those that are used by the Lacey City Council. This handbook is intended as a comprehensive resource guide for Advisory Board members.

Copies of this document are posted on the City's website, visit <https://cityoflacey.org/government/lacey-city-council/advisory-boards>

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Approved: February 12, 2015  
Amended: March 18, 2018  
October 7, 2021  
August 6, 2024

# CHAPTER 1

## Introduction and Overview

### *Municipal Code City*

The City was incorporated in December 1966 and is designated as an optional municipal code city. The optional municipal code, [RCW 35A](#), was devised as an alternative to the existing statutory system of municipal government in Washington. The basic objective of the code was to increase the abilities of cities to cope with complex urban problems provided by broad statutory home rule authority in matters of local concern to all municipalities, regardless of population.

Under the optional municipal code, cities may take any action on matters of local concern so long as that action is neither prohibited by the State Constitution nor in conflict with the general law of the state. The powers granted to code cities includes all the powers granted to any other class of city in any existing or future legislative enactment, unless the legislature specifically makes a statute inapplicable to code cities.

### *City of Lacey Mission Statement*

The City's adopted Mission Statement guides the actions of the organization, defines the City's overall goals, provides a sense of direction and purpose, and informs decision-making.

*"Our mission is to enrich the quality of life in Lacey for all our citizens... to build an attractive, inviting and secure community. We pledge to work in partnership with our residents to foster community pride, to develop a vibrant, diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment."*

### *City of Lacey Vision Themes*

- The City's eight (8) guiding themes to implement the City's vision are:
- Environmental Stewardship
- A Vibrant Place to Live, Work and Play
- Coordinated and Collaborative Planning
- Excellence in Programs and Services
- An Engaged Community
- Quality Transportation and Utility Infrastructure
- A Safe and Secure Community
- Financial Stewardship and Accountability

### Organizational Values

The City of Lacey adopted a set of core values that guide the organization.

- Integrity
- Productivity
- Stewardship
- Empathy
- Leadership
- Collaboration
- Service
- Professionalism
- Innovation
- Diversity
- Accountability
- Honesty

### Motto

*Shaping Our Community Together*

#### 1.01 Advisory Boards

Community members serve on the City's Advisory Boards in a volunteer, advisory role. Advisory boards make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. Advisory Boards include boards, commissions, committees, and other bodies serving in an advisory capacity to the Lacey City Council.<sup>1</sup> Community involvement is a key element in the Council's decision-making process. The duties and responsibilities of advisory boards members are defined in the [Lacey Municipal Code](#) (LMC), the [Revised Code of Washington](#) and through intergovernmental agreements. Prior to serving on one of Lacey's Advisory Boards, the full Council shall confirm all advisory board appointments forwarded by the Mayor.<sup>2</sup>

If a member resigns prior to their term expiration, a letter of resignation will be submitted to the Mayor, or City Manager for the Civil Service Commission. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor at a Regular Council meeting. The City Clerk's office coordinates the recruitment process to fill vacancies on Council Advisory Boards. Positions are advertised on the City's website, through local media, and by word of mouth. Potential candidates are interviewed by the Mayor and staff liaison to the advisory board. The Mayor appoints, subject to confirmation by Council, at a Regular Council meeting.<sup>3</sup>

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<sup>1</sup> With the exception of Civil Service Commission which is appointed by the City Manager.

<sup>2</sup> Same as above.

<sup>3</sup> Same as above.

Codified Advisory Boards are defined in the [Lacey Municipal Code](#) as City law, or in the Revised Code of Washington as state law. Additionally, the [Advisory Boards Standards, Protocols, and Ground Rules Handbook](#) is available online.

For the latest information on Advisory Board meeting times and agendas, visit <https://cityoflacey.org/government/public-meetings/>

To learn more about Advisory Boards, visit <https://cityoflacey.org/government/lacey-city-council/advisoryboards/>

### *Planning Commission*

The nine-member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the City and areas outside the City, which may seek annexation. The Planning Commission determines its own meeting times and location.

Reference:	<a href="#">LMC 2.32</a>
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Nine Commissioners
Residency Requirements:	Seven of the nine Planning Commissioners must be Lacey City residents. The remaining two Commissioners may be either Lacey residents or residents of Lacey's Urban Growth Area.
Who Appoints:	The Mayor appoints Planning Commissioners, subject to confirmation by the Council.

### Historical Commission

The eight-member Historical Commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The Historical Commission guides creation of public education and interpretive programs, encourages conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places. The Historical Commission determines its own meeting times and location.

Reference:	<a href="#">LMC 2.42</a>
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Seven Commissioners, plus one Lacey Youth Council representative
Residency Requirements:	Five of the seven Commissioners (not including the Lacey Youth Council representative) must be Lacey City residents. Two of the eight Commissioners must be professionals with a background in history, architecture, planning, or American studies.  The Lacey Youth Council appoints one member to serve as the youth representative to the Historical Commission.
Who Appoints:	The Mayor appoints Historical Commissioners, subject to confirmation by the Council.  The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

*Parks, Culture and Recreation Board*

The eight-member Parks, Culture, and Recreation Board makes recommendations to the Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. The Parks, Culture and Recreation Board determines its own meeting times and location.

- Reference: [LMC 2.44](#)
- Length of Term: Three Years
- Term Limit: Two Terms
- Number of Members: Seven Commissioners, plus one Lacey Youth Council youth representative
- Residency Requirements: Five of the seven Commissioners (not including the Lacey Youth Council representative) must be Lacey City residents. Two of the seven Commissioners can be either a Lacey City resident or a resident of Lacey's Urban Growth Area.
- The Lacey Youth Council appoints one member to serve as the youth representative to the Parks, Culture and Recreation Board.
- Who Appoints: The Mayor appoints Parks, Culture and Recreation Board members, subject to confirmation by the Council.
- The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

## Library Board

The six-member Library Board, comprised of five general members and one youth representative, assists in facilitating long-range planning for library capital facility needs and recommends building improvements for the Lacey Timberland Library. The Library Board selects its own chairperson and officers from its membership. Lacey's Timberland Library has one of the highest circulations of the 27 libraries in the Timberland Regional Library system. The Library Board determines its own meeting times and location.

Reference:	<a href="#">LMC 2.46</a>
Length of Term:	Five Years
Term Limit:	Two Terms
	Number of Members: Five Board Members, plus one Lacey Youth Council representative.
Residency Requirements:	Four of the five Board Members (not including the Lacey Youth Council representative) must be Lacey City residents. One of the five Board Members can be either a Lacey City resident or a resident of Lacey's Urban Growth Area.
	The Lacey Youth Council appoints a Lacey Youth Councilmember to serve as the youth representative.
Who Appoints:	The Mayor appoints Library Board Members, subject to confirmation by the Council.
	The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

### *Commission on Equity*

The eight-member Commission on Equity, comprised of seven general members and one youth representative, work 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, and identify existing gaps and barriers which could prevent full participation in government and public policy.

Reference: [LMC 2.34](#)

Length of Term: Three Years

Term Limit: Two, if there are no applicants for a vacant term on month prior to the expiration of the term, the incumbent may be reappointed to an additional three-year term.

Number of Members: Seven Commissioners, plus one Lacey Youth Council representative.

Residency Requirements: Commissioners (not including the Lacey Youth Council representative) may be a Lacey City resident or reside within Lacey's Urban Growth Area.

Who Appoints: The Mayor appoint Commission on Equity members, subject to confirmation by the Council.

The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

*LEOFF Disability Board (Law Enforcement Officers Fire Fighters)*

The 5-member Law Enforcement Officers and Fire Fighters (LEOFF) Disability Board administers LEOFF I benefits and entitlements. The LEOFF Disability Board determines its own meeting times and location.

Reference: [RCW 41.26.110](#)

Length of Term: Two Years

Term Limit: No term limit

Number of Members: Five Board Members

Residency Requirements: Two members must currently serve on the Lacey Council. Two members must be active or retired City law enforcement officers. One member must be from the public at large who resides within the City.

Who Appoints: The Mayor appoints two Councilmembers, subject to confirmation by the Council. Law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board elect and appoint the two law enforcement Board Members. The remaining Board Members appoint the one at-large Board Member.

*Civil Service Commission (Non-Council Advisory Board)*

By statute, the City Manager appoints members to the Civil Service Commission. The three-member Civil Service Commission adopts rules for the regulation of personnel matters and competitive examinations for classified employees of the Lacey Police Department. It also hears appeals arising from the administration of the Civil Service rules and regulations. The Civil Service Commission determines its own meeting times and location.

Reference:	<a href="#">LMC 2.52.040</a> ; <a href="#">RCW 41.12</a>
Length of Term:	Six Years
Term Limit:	Two Terms
Number of Members:	Three Members
Residency Requirements:	Civil Service Commissioners may be Lacey City residents or residents of Lacey's Urban Growth Area.
Who Appoints:	The City Manager appoints Civil Service Commissioners.

### Lodging Tax Advisory Committee (LTAC)

The five-member Lodging Tax Advisory Committee recommends to the Council how best to use lodging tax revenues. Lodging tax revenues are generated through a 4% hotel-motel tax imposed by the City on each room rental night. The Lodging Tax Advisory Committee determines its own meeting times and location.

Reference: [RCW 67.28.1817](#); [LMC 13.03.045](#)

Length of Term: Three Years

Term Limit: No term limit

Number of Members: Five Members

Residency Requirements: One member must be an elected official of the City, and will serve as Chair. Two Committee Members must represent businesses that collect the lodging tax, and two Committee Members must represent activities authorized to be funded by lodging tax revenues.

Who Appoints: The Mayor appoints Lodging Tax Advisory Committee members, subject to confirmation by the Council.

Non-codified Advisory Boards are *not* enacted as law in the LMC.

*Public Facilities District (PFD)*

The seven-member Public Facilities District Board has fiduciary responsibility for the appropriate use of sales tax revenue it collects and distributes. The Board meets annually to review financial statements and to issue an annual report to the public on the use of those funds. The Public Facilities District Board determines its own meeting times and location.

Reference: [RCW 82.14.390](#)

Length of Term: Four Years

Term Limit: No term limit

Number of Members: Seven Board Members

Residency Requirements: The Public Facilities District Board must have one member from each jurisdiction, and three regional members.

Who Appoints: Four members are representatives from each jurisdiction (Lacey, Olympia, Tumwater, and Thurston County). The Mayor appoints Lacey's representative, subject to confirmation by the Council. Each jurisdiction appoints their own representative.

Three members are regional representatives, subject to recommendations from local business and community organizations, and appointed by the elected bodies of all four jurisdictions.

## Removal of Advisory Board Member:

General or Lacey Youth Council representatives who serve on the LMC codified Advisory Boards (e.g., Commission on Equity, Historical Commission, Library Board, Parks, Culture and Recreation Board, or Planning Commission) may be removed from the Advisory Board prior to the expiration of their term of office by the Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Advisory Boards Standards, Protocols, and Ground Rules Handbook. The Council may remove a general member or Lacey Youth Council representatives who have three or more unexcused absences at regular meetings in a calendar year. Removal should not occur for disagreement with an official recommendation of the Board or its members.

Prior to the decision to remove or not remove an Advisory Board member, the Mayor, or their designee, will conduct a fact-finding process to fully assess whether the Advisory Board member's actions meet the criteria for removal.

### 1.02 Interpersonal Standards, Protocols, and Ground Rules

Advisory Board members value positive and productive working relationships amongst themselves, the City Council, other members of Advisory Boards, elected officials, neighboring colleagues, City staff, and the general public. Toward that end, the Council adopted a set of interpersonal standards, protocols, and ground rules to foster and promote collaborative, respectful, and healthy working relationships as follows:

#### General Protocol

- Always conduct oneself in a professional, courteous, and respectful manner.
- Never compromise your personal integrity or the honor and good faith of the Advisory Board, the Lacey City Council, or the City.
- Do not criticize in public. Issues should be addressed in private, when possible.
- Listen attentively. Avoid interrupting. Be respectful even with those you disagree.
- Do not act as a committee of one. Governing a city requires a team effort.
- Remember, we represent all of the people, not a select few interests.
- Never allow conflicts of interest to arise between your public duties and your private interests.
- Deal directly with those individuals affected. Attempt to resolve individual differences privately before involving City Council and/or City staff.

#### Meetings Protocol

- Arrive on time. Be prepared for meetings. Read and study your materials.
- Avoid engaging in debates with the public or individual community members. Some meetings may be designed for more community engagement.
- Avoid texting, e-mailing, making, or receiving calls during meetings.
- Strive for consensus as an operating goal.

- When a matter is brought before the Advisory Board for a vote, respect the majority decision regardless of how you voted.
- Make recommendations on the basis of public policy and be consistent.
- Do not be misled by the strong demands of special interest groups. Find the long-term public interest of the community as a whole.
- Do not rush to judgment. Seek out the facts before drawing quick conclusions.
- Do not give quick answers when you are not sure.
- Do not make promises you cannot deliver. Many decisions and actions require the approval of the governing body or must be consistent with adopted policy
- Be respectful of differences. Accept disagreements. Vote and move on.
- Participate in official meetings with the dignity and decorum fitting of those who hold a position of public trust.
- Do not be afraid to ask questions. It is one of the best ways to learn
- Vote yes or no on motions. Do not abstain, except when you have a conflict of interest.
- Respect the letter and the intent of the open meetings law.
- Do not bypass the system. Stay focused on policy decisions and avoid personal involvement in the day-to-day operational decisions of the City.
- Do not personally criticize other Advisory Board members who vote against or disagree with you.

#### Communication Protocol

- Always be respectful of one another, the public, and City staff.
- Be open, honest, and diplomatic when communicating.
- Accept and give constructive input and feedback.
- Return calls and emails in a timely manner. Be responsive to inquiries.
- Do not surprise colleagues and staff, especially at formal meetings. Notify others of issues and concerns ahead of time.
- Know your peers. Get to know other professionals and officials in local and state government as it pertains to your Advisory Board.
- Do not use your title as an Advisory Board member to express your personal opinion.

# CHAPTER 2

## Open Government Requirements

### 2.01 Open Public Meetings Act

All meetings of the Advisory Boards shall be open to the public, and notice of the meetings shall comply with the Washington [Open Public Meetings Act, RCW 42.30](#). A meeting takes place when a quorum is present and information concerning City business is received, discussed, and/or acted upon.

Under the Americans with Disabilities Act, the City of Lacey provides accommodations access meetings for people with disabilities. Assisted-listening devices are available for use upon request. If special accommodations are required, please contact the City Clerk three days prior to the meeting.

### 2.02 Public Records Act

At all Advisory Board meetings, assigned City staff shall take meeting minutes . A copy of all minutes shall be filed with the City Clerk as the official record. Any rules and regulations adopted by any Advisory Board meeting shall be filed with the City Clerk.

Members should be aware that any written communication and documents that they create, receive or use as part of their duties related to serving on an Advisory Board may be considered a public record under RCW 42.56 and may be subject to retention requirements and disclosure. There is no distinction regarding whether or not the record was created or stored on a personal device or account, it will still be a public record subject to retention and disclosure requirements.

### 2.03 Open Government Training

Per [Open Government Trainings Act, RCW 42.56.150](#), all members of governing bodies (including Advisory Boards) must be trained regarding the Open Public Meetings Act and the Public Records Act, as well as records retention requirements.

All Advisory Board members must receive this training no later than 90 days after appointment and participate in refresher training at least every four years thereafter. The City Clerk's office will provide training resources in coordination with assigned City staff.

### 2.04 External Communications including Social Media

Advisory Board members should exercise caution when speaking publicly regarding City business to ensure that they accurately reflect the position of their respective Advisory Board. Individual members should clearly indicate when they are speaking as an individual and not representing the position of the City or of their respective Advisory Board.

Members are strongly discouraged from using private social media sites and tools for communicating City business. Members are asked to include the following disclaimer on all personal social media accounts to avoid confusion and potential violations of open government requirements.

Disclaimer

- The views expressed represent the views of the author and may not reflect the views of the City of Lacey.
- Responses to this communication by other Advisory Board members may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

2.05 City Issued Email Addresses

The City shall provide Advisory Board members with official City email addresses. City issued email accounts may not be used for personal communication. City email accounts will be archived and retained per the City's public records practices.

2.06 City Issued Electronic Devices

The City may provide Advisory Board members with City-owned electronic devices, such as tablets, to better facilitate sharing of city documents with members. The City Manager will determine Advisory Boards or members that are provided City-issued devices. If the City does provide City-owned electronic devices, members are expected to use that device for all City business, rather than a personal device. City-owned devices may only be used to conduct City business and may not be used for any personal activities.

Permitted and Prohibited Uses

Permitted Uses

The City's technology resources are provided to assist Advisory Board members in fulfilling the functions of their appointments and serving the public. The City's technology resources and equipment are to be used for City business purposes only. Advisory Board members with technology issues shall contact the assigned City-staff to resolve the issues.

Prohibited Uses

Use of City devices and technologies that violates federal, state, or local laws, codes and regulations, and city policies and procedures is strictly prohibited.

In addition, while not an exhaustive list, the following uses of the City's devices and technologies are inappropriate and are prohibited at all times:

- Accessing pornographic, sexually explicit, or indecent materials, or that are otherwise unreasonably offensive.
- Any type of harassment or discrimination, including transmissions of obscene or harassing messages to any individual or group because of their sex, race, creed, religion, national origin, sexual orientation, or other protected class status.
- Gambling.
- Commercial use for personal business or gain.
- Solicitation of others for non-City sponsored profit or non-profit oriented sales, ventures, or fundraisers.
- Religious or political causes.
- Promotion or distribution of information about outside organizations that is not related to City business functions.
- Any activity that could adversely affect the City's image or reputation.
- Usage which precludes or hampers City network performance, such as viewing or listening to streaming audio and/or video, except for limited usage for City business such as accessing streaming audio/video for training purposes.
- Unauthorized copying of copyrighted material.
- Usage which violates software license agreements.
- Downloading of software unless approved by the Information Services department.
- Transmission of information to unauthorized persons or organizations.
- Unauthorized entry or attempt of entry into other City departments sub-directories, files, or resources.
- Excessive use of the system so as to unreasonably deprive others of system use or resources, whether with malicious intent or unintentional.
- Use of another City official's password or credentials to access or log-on to any City-owned technology resource, or use of another City official's password or credentials to access that employee's files or records on any City-owned technology resource.

#### 2.07 Failure to Comply

Advisory Board members who fail to comply with the requirements of this chapter and any of the applicable open government statutes may be removed.

#### 2.08 Public Comment

The Lacey City Council adopted the following Public Comment policy. This policy supersedes any Advisory Board adopted policy and is applicable to all Advisory Boards:

##### *Public Comment*

During Public Comment, individuals may address the [Advisory Board] regarding matters connected to City business, including on specific agenda items.

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The [Advisory Board] accepts public comment in the following ways:

In-person: All individuals providing public comment in-person should sign-in on the City-approved sign-in sheet in the Council Chambers prior to the start of the meeting. Provided there is time, the Presiding Officer will invite individuals that did not sign-in to provide public comment.

Remotely: All individuals providing public comment remotely shall pre-register at least two-hours prior to the meeting using the City-approved tools provided on the Meeting agenda. The Presiding Officer will not invite individuals that did not pre-register at least two-hours prior to the meeting to provide public comment.

Written: Individuals providing written public comment must do so by mail or email to the City Clerk two hours in advance of the meeting. Comments received will be provided to the [Advisory Board] prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record.

The City will include information on this policy on the sign-in table for in-person public comment. For remote comment, the City will include information on this policy at the point of pre-registration.

The following rules apply to public comment:

1. The Presiding Officer will determine the order of receiving comments (e.g., individuals that signed-in in-person first, individuals that pre-registered remotely second, etc.). Speakers are called forward in the order in which they signed-in or pre-registered.
2. All individuals providing comment must provide:
  - a. Name,
  - b. City of residence or connection to the City, and
  - c. Topic or subject matter of their comments.
3. Individuals providing comment in-person or remotely are limited to three minutes. Individuals may not donate time to another speaker. The City will mute the microphone of individuals that continue beyond this time limit. The Presiding Officer may provide a verbal reminder that the time limit is exhausted and that the individuals must end their comments (e.g., "Thank you for your comment, your time has expired and we need to now move on to the next comment [or agenda item]. A city staff member will connect with you regarding your comments.").

Public Comment is allotted for a total of thirty minutes. This period may end before this time if all registered individuals have had the opportunity to speak.

This time allotment may be extended at the discretion of the Presiding Officer, with the consent of the [Advisory Board]. The Presiding Officer, with the consent of the [Advisory Board], may also add an additional Public Comment period as the final agenda item of a Regular meeting.

The Presiding Officer, provided there is time, with the consent of the [Advisory Board], may ask individuals that did not sign-in in-person to provide public comment.

4. The following are prohibited at Public Comment:
  - A. Addressing topics that have specified Public Hearings.
  - B. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [Advisory Board]'s work.
  - C. Disruptions or interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body when not recognized by the Body to speak.
  - D. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.

## 2.09 Public Hearings

The Lacey City Council adopted the following Public Hearings policy. This policy supersedes any Advisory Board adopted policy and is applicable to all Advisory Boards:

[ADVISORY BOARD] holds Public Hearings at the time specified on their meeting agenda.

The [ADVISORY BOARD] accepts testimony in the following ways:

In-person: All individuals providing testimony in-person should sign-in on the City-approved sign-in sheet in the [Advisory Board] Chambers prior to the start of the meeting. Provided there is time, the Presiding Officer will invite individuals that did not sign-in to provide testimony.

Remotely: All individuals providing testimony remotely shall pre-register at least two-hours prior to the meeting using the City-approved tools provided on the Meeting agenda. The Presiding Officer will not invite individuals that did not pre-register at least two-hours prior to the meeting to provide testimony.

Written: Individuals providing written testimony must do so by mail or email to the City Clerk two hours in advance of the meeting. Testimony received will be provided to the [Advisory Board] prior to the meeting. Written testimony will not be addressed during the meeting. Written testimony will be added to the official meeting record.

The City will include information on this policy on the sign-in table for in-person testimony. For remote testimony, the City will include information on this policy at the point of registration.

Procedure:

1. The Presiding Officer opens the Public Hearing.
2. The Presiding Officer will determine the order of receiving testimony (e.g., individuals that signed-in in-person first, individuals that pre-registered remotely second, etc.). Speakers are called forward in the order in which they signed-in. The Presiding Officer, with the consent of the [Advisory Board], may separate commenters into groups favoring or opposing a proposed action, such as when the hearing is called to endorse or oppose a ballot measure.
3. All individuals providing testimony are required to provide:
  - a. Name
  - b. City of residence or connection to the City.
4. Testimony is limited to the specific matter for which the Public Hearing occurs and are limited to three minutes. Individuals may not donate time to another speaker. The City will mute the microphone of individuals that continue beyond this time limit. The Presiding Officer will provide a verbal reminder that the time limit is exhausted and that the individuals must end their testimony (e.g., "Thank you for your testimony your time has expired and we need to now move on to the next individual [or agenda item].")
5. After the Public Hearing closes, individuals are not permitted to address the [Advisory Board] or staff on that specific issue during the meeting.
6. The following are prohibited at Public Hearings:
  - A. Addressing topics unrelated to the Public Hearing item or other items that have specified Public Hearings.
  - B. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [Advisory Board]'s work.

- C. Disruptions and interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body or the audience when not recognized by the Body to speak.
- E. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.

The Presiding Officer closes the Public Hearing.

## 2.10 Meeting Disruptions

In cases of serious disruption, Washington state law allows governing bodies, like Advisory Boards, to:

1. Remove the disrupters (RCW [42.30.050](#))
2. Have the room cleared (RCW [42.30.050](#))
3. Adjourn the meeting (RCW [42.30.090](#))
  - a. The following must occur in this order:
    1. The [ADVISORY BOARD] must vote to adjourn the meeting and vote on the new location; the presiding officer cannot do this unilaterally.
    2. The [ADVISORY BOARD] must provide the media in attendance with notice of the new location; the media has a right to attend unless they were part of the disruption.
    3. The [ADVISORY BOARD] must post an order of adjournment, citing the new time and location, at the doorway of the location of the disrupted meeting.
    4. The [ADVISORY BOARD] may only take final action on items listed on the agenda for the adjourned meeting.
    5. The [ADVISORY BOARD] is authorized to adopt procedures for allowing members of the public into the reconvened meeting.

# Appendices

1. *Planning Commission*

- a. *Rules of Procedure*

2. *Historical Commission*

- a. *Attendance Policy*

- b. *Meeting Policy*

- c. *Election of Officers Procedure*

- d. *Historian of the Year Procedure*

- e. *Mitigation Policy for Proposed Demolition or Significant Alteration of Historic Properties*

- f. *Pioneer Award Procedure*

3. *Board of Parks Commissioners (now Parks, Culture, and Recreation Board)*

- a. *Public Hearing Procedure*

4. *Library Board*

- a. *By-Laws*

5. *Commission on Equity*

- a. *Policies and Procedures*

*Additional Meeting Resources*

6. Public Comment Script

7. Notes regarding Public Comment

8. Disruption Script

## Appendix 6

### Public Comment Script

Announcement prior to the start of the Meeting:

1. "All individuals who would like to provide public comment in-person to [ADVISORY BOARD], please sign-up using the sign-up sheet located on the table near the Council Chamber entrance."

Public comment Item:

1. Now is the time to hear from our community. We welcome your comments which are very important to us.
2. Public comment is not a dialogue. The purpose of this agenda item is for YOU, to inform US, about your views. Comments made by members of the public are theirs alone and are not endorsed by the City.
3. Please address your comments to the board as a whole, not to individuals. Courtesy is appreciated.
4. Each speaker is limited to three minutes. You may not donate your time to another speaker. The total time allotted for public comment is thirty minutes. The [ADVISORY BOARD] will hear comments in the following order: 1) those listed on the in-person sign-in sheet; 2) those on that registered remotely using pre-registration; 3) provided there is time, the Presiding Officer will invite individuals in-person that did not sign-up to provide comment.

**PRESIDING OFFICER:** For comments over three minutes: "Thank you for your comment, your time has expired and we need to now move on to the next comment [or agenda item]."

5. Prior to starting your comments, please provide your:
  - a. Name
  - b. City of residence or connection to the City, and
  - c. topic or subject matter of your comments.

**PRESIDING OFFICER:** Please interject and request individuals provide this information if they do not at the beginning of their comments.

Example: "Excuse me, prior to starting, please provide your name and City of residence..."

6. Comments are welcome on matters connected to City business or specific agenda items (unless matter has specified Public Hearing or relates to a quasi-judicial matter).
7. If there is a Public Hearing: Comments/Testimony related to an agenda item with a public hearing will be provided during that specified Public Hearing, not during Public Comment or some other Public Hearing.
8. If you have specific factual questions or complaints, please check in with City staff. They are here to assist you.
9. Demonstrations (clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. They disrupt the meeting and inhibit free speech rights.
10. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [ADVISORY BOARD]'s work.
11. Our first individual signed-up for Public Comment is... [Start public comment].

## Appendix 7

### Notes regarding Public Comment:

4. The public has the right to make personal, critical, or harsh remarks, including vulgarity, obscenity, and hate speech. The courts have found that members of local governments must follow the rules of decorum, but members of the public are not bound by them.
5. Responding to Problematic Comments: [ADVISORY BOARD] can address problematic comments (including discriminatory statements and Hate Speech) as soon as the person has concluded their remarks or at the end of the public comment period.

Example: "The comments that were just made are deeply problematic, harmful to the community, contain hate speech, and are wholly inconsistent with our community's values. The City is committed to eradicating all forms of racism and oppression, and working to change that leads to more equitable society for ALL community members."

Hate speech is any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color sexual identity, gender identity, ethnicity, disability, or national origin.

Hate Crimes (RCW 9A.36.080): Words alone do not constitute a hate crime offense unless the context or circumstances surrounding the words indicate the words are a threat. Threatening words do not constitute a hate crime offense if it is apparent to the victim that the person does not have the ability to carry out the threat.

6. Responding to Comment: Public comment is an opportunity to hear from the public, not to engage in dialogue with the Public. However, at times, there may be a need to clarify or provide additional information. Wait until the individual has provided their comment and then respond generally to the comment not the individual.

Example: "The comments that were made contain erroneous and false information. For correct information on this topic, please see City staff."

Example: "Comments about the School District's policies should be provided to the School District Board. The School District is a separate government body from the City and has its own policy makers."

7. Members of the public do not have the right to DISRUPT the meeting. However, mere words likely do not constitute a disruption in themselves.

8. In cases of serious disruption, Washington state law allows you to:
- a. Remove the disrupters (RCW [42.30.050](#))
  - b. Have the room cleared (RCW [42.30.050](#))
  - c. Adjourn the meeting (RCW [42.30.090](#))
    - i. The following must occur in this order:
      1. The governing body must vote to adjourn the meeting and vote on the new location; the presiding officer cannot do this unilaterally.
      2. The governing body must provide the media in attendance with notice of the new location; the media has a right to attend unless they were part of the disruption.
      3. The governing body must post an order of adjournment, citing the new time and location, at the doorway of the location of the disrupted meeting.
      4. The governing body may only take final action on items listed on the agenda for the adjourned meeting.
      5. The governing body is authorized to adopt procedures for allowing members of the public into the reconvened meeting.

See draft script below.

## Appendix 8

### DISRUPTION SCRIPT for City Council or Advisory Boards:

#### INDIVIDUAL

The speaker's time has elapsed, and I've asked them to conclude their remarks. If possible, would staff please silence the public microphone and [SPEAKER's NAME], please return to your seat. [See below for non-compliance]

#### LARGE-SCALE

At this time, our meeting is being disrupted. I am adjourning the meeting to [OTHER LOCATION] to reconvene at [RESTART TIME]. All persons in the meeting room must exit, including members of this body.

Anyone refusing to vacate the room may be escorted out of the premises by law enforcement.

We are adjourned as ordered. [GAVEL]

[Board, staff, and public exit and law enforcement is called]

In cases of perceived or actual danger, use the panic button(s) and/or call/text 911.

RESOLUTION No. 1156

CITY OF LACEY

A RESOLUTION OF THE LACEY CITY COUNCIL AMENDING RESOLUTION  
1148 RELATED TO A TEMPORARY AD HOC PARKS IMPROVEMENT FUNDING  
WORKGROUP

**WHEREAS**, on June 4, 2024, the Lacey City Council adopted Resolution 1148 declaring its intent to permit the establishment of an ad hoc Parks Improvement Funding Workgroup; and

**WHEREAS**, Resolution 1148 set forth the process by which the Workgroup would be established, to include the creation of a three-member Council Committee to recommend appointments to the Workgroup; and

**WHEREAS**, upon review of forty-seven applications that were submitted, the Council committee recommended nine voting members with one alternate, and six non-voting members for the consideration for appointment by the full Council; and

**WHEREAS**, Resolution 1148 limited the membership of the Workgroup (voting, non-voting, and ex-officio) to no more than thirteen (13); and

**WHEREAS**, the Lacey City Council wishes to amend Resolution 1148 to allow up to fifteen (15) members; and

**NOW, THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON AS FOLLOWS:

1. Exhibit A to Resolution 1148 is hereby amended as set forth in **Exhibit A**, attached hereto and incorporated herein.

This Resolution shall become effective immediately upon adoption and signature as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 6th day of August 2024.

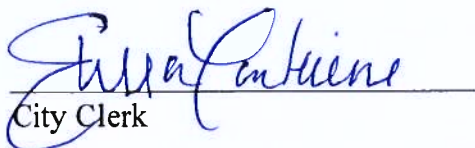
CITY COUNCIL

By



Mayor

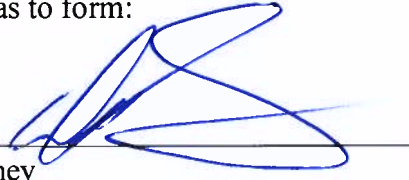
Attest:



City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

A handwritten signature in blue ink, consisting of several overlapping loops and strokes, positioned above a horizontal line.

## Exhibit A

### Parks Improvement Funding Workgroup

The purpose of the Parks Improvement Funding Workgroup (Workgroup) is to review parks expansion and replacement projects identified in the six-year Parks Capital Improvement Program (PCIP), analyze all available funding options, and recommend to the Lacey City Council a funding package identifying funding sources, including recommended amounts, to implement a prioritized list of parks capital projects. The Work Group will provide a recommendation to the Lacey City Council in December of 2024.

The Workgroup shall consider community input and needs in its recommendation.

#### 1. Membership

- A. The Workgroup shall consist of at least seven general voting members, all of whom shall reside in either the city of Lacey or Lacey's urban growth management area.
- B. The Workgroup may include a youth member who shall be at least sixteen years of age when appointed, enrolled as a junior or senior in North Thurston Public Schools, or enrolled in private school or homeschooled, and be a resident of the City of Lacey or reside in Lacey's urban growth management area.
- C. The Workgroup may also include non-voting members who reside outside of the City of Lacey or Lacey's urban growth area and ex-officio, non-voting members from other City of Lacey advisory boards, e.g., the Commission on Equity, the Parks, Culture and Recreation Board, the Historical Commission, the Lodging Tax Advisory Committee, and the Lacey Youth Council.
- D. The total membership of the Workgroup (voting, non-voting, and ex-officio) shall not exceed ~~thirteen (13)~~ fifteen (15).
- E. The Lacey City Council is seeking a wide range of voices and perspectives to represent the community on this Workgroup. For all potential members, experience in parks, culture and recreation, finance, and funding strategy is preferred, but not required.
- F. Applications of potential candidates will be reviewed by a three-member committee of the Lacey City Council. The committee at their discretion may interview potential candidates. This committee will make recommendations for appointments subject to confirmation by the Lacey City Council at a Regular Meeting. Terms for all members shall be until the completion of the work.

#### 2. Compensation

Workgroup members shall not receive any salary or other compensation for services rendered on the commission, but necessary expenses actually incurred and within the budget as set by the annual budget ordinance shall be paid.

### **3. Funding Board Stipend Program**

The Lacey City Council recently adopted an Advisory Board Stipend Program aimed at reducing barriers to participation in government and increasing representation on the City's Boards. Members will have the option to opt-in to this program.

### **4. Organization and Records**

- A. The Workgroup shall select its own chairperson from within its membership and may create such other offices as it may deem necessary and shall adopt all necessary rules for the transaction of its business.
- B. A city of Lacey staff shall keep an accurate record of the proceedings of all meetings. These records shall be public and a copy thereof shall be transmitted to the city clerk after each meeting.

### **5. Removal**

- A. Members may be removed from the Workgroup prior to the completion of the scope of duties by the Mayor with approval of the Lacey City Council, pursuant to the City of Lacey policy procedure manual and boards and commissions standards, protocols, and ground rules handbook.
- B. The general Workgroup members may request the resignation of any member who has three or more unexcused absences at regular meetings in a calendar year.
- C. Vacancies occurring otherwise than through the completion of the Workgroup may be filled for the duration of the Workgroup in accordance to **Section 1** herein.

### **6. Quorum**

A majority of the general voting members of the Workgroup shall constitute a quorum for the transaction of business. Any youth Workgroup member shall not be included in the count to constitute a quorum. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Workgroup, shall be deemed and taken as the action of the Workgroup.

# Parks Improvement Funding Workgroup

## Parliamentary Guidelines

Parliamentary guidelines provide the process for proposing, amending, approving and defeating legislative motions. Following these guidelines potentially reduces Workgroup actions being declared illegal or challenged procedurally. The Lacey City Council has adopted and will follow *Robert's Rules of Order, Revised* unless the same is superseded by provisions of the Lacey Municipal Code; the Workgroup will do the same.

### Order of Discussion

The presiding officer, usually the Chair, should follow the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer will clearly announce that the Workgroup has decided to rearrange the agenda. When changing the order of discussion, it must be done so as not to prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

### Obtaining the Floor

A Workgroup Member shall address the presiding officer and gain recognition prior to making a motion or engaging in debate. After a member has concluded comments and yielded the floor, if two or more members are trying to obtain the floor at the same time, the general rule is that the person who addresses the chair first is entitled to be recognized. When a motion is open to debate, however, there are three instances in which the presiding officer should assign the floor to a person who may not have been the first to address the Chair. These are:

1. The Workgroup Member who made the motion currently under debate is entitled to be recognized in preference to other members if that individual is claiming the floor and has not already spoken on the question.
2. No member is entitled to the floor a second time in the meeting on the same motion as long as another member who has not spoken on the motion desires the floor.
3. In instances where the person to be recognized is not determined by (1) or (2) above, and where the presiding officer knows that members who are seeking the floor have opposite opinions on the motion, the chair should let the floor alternate as much as possible between those favoring and those opposing the motion.

### Questions to Staff

A Workgroup Member may, after recognition by the presiding officer, address questions to staff members.

### Interruptions

Once recognized, a Workgroup Member should not be interrupted while speaking, except to make a point of order or personal privilege. If a Workgroup Member is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the presiding officer, Workgroup members shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

### Discussion Limit

A Workgroup Member should not speak more than once on a particular subject until every other Workgroup Member has had the opportunity to speak. Workgroup Members are encouraged to discuss items during the decision-making process.

### Basic Steps to Conducting Business

Specific requests or proposals that are presented to Workgroup Members for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, certain steps are generally required. The basic steps to conducting business include:

#### *The Presiding Officer (Chair)*

- Introduces the item to be considered as presented on the agenda, and if appropriate, asks for a staff presentation
- Calls for discussion

#### *A Workgroup Member*

- Addresses the Chair
- Is recognized by the Chair

- Proposes the motion

*A second Workgroup Member*

- Seconds the motion

*The Presiding Officer (Chair)*

- States the motion
- Calls for any further discussion or debate
- Restates the motion and puts the motion to a vote

*Recording Secretary (Staff)*

- Records the vote

## **Making a Motion**

Under parliamentary guidelines, there are three steps required to bring a motion before the Workgroup for its consideration:

- A Workgroup Member makes a motion;
- Another Workgroup Member seconds the motion, and
- The Chair states the motion.

Unless the motion can interrupt a speaker as explained in *Robert's Rules of Order, Revised* a member must obtain the floor to make a motion. Once the chair has recognized a Workgroup Member, the individual makes the motion by saying, "I move that..." or "I move to..." and announcing what is proposed.

Workgroup Members should attempt as much as possible to state motions in the positive form---that is, "I move to..." rather than "I move not to..." Motions where one must vote "yes" to vote against a proposal are confusing not only for Workgroup Members, but also for staff and citizens.

If a proposal has only minimal support, a Workgroup Member might state "I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time."

## **Seconding a Motion**

After a motion has been made, and if it requires a second, another Workgroup Member who wishes to see the motion considered says, "I second the motion," or simply, "Second." A second merely implies that the member agrees the motion should come before the meeting, not necessarily that the member favors it. If another member of the Workgroup does not second the motion, the chair normally asks, "Is there a second to the motion?" If there is no second, the chair should say, "Since there is no second, the motion is not before this meeting." If seconded, the maker of the motion should then be regarded as having the refusal of the floor in preference to all other members.

The purpose of a second is to prevent time being spent on motions that only one person wants to discuss. After the Workgroup makes a motion, no person shall address the Workgroup without first securing the permission of the Chair or Workgroup to do so.

## **Stating the Question**

Under parliamentary guidelines, making and seconding a motion does not put it before the Workgroup for consideration. This can be done only when the presiding officer repeats the motion and indicates that the motion is open for debate by stating: "It has been moved and seconded that ... Is there any discussion?"

## **Voting**

Each Workgroup Member shall vote on all questions put to the Workgroup, unless a conflict of interest under State law or appearance of fairness question is present.

If it is determined by majority vote of the Workgroup as a whole, plus one, that a Workgroup Member has a conflict of interest under state law or would violate the appearance of fairness doctrine by participating in, and/or voting on, a matter coming before the Workgroup, then the member determined to have the conflict of interest or appearance of fairness doctrine violation shall not participate in or vote on said matter. In the event a challenged member or members

requests additional time prior to the challenge having been voted on by the Workgroup in order for the Workgroup Member to present further information to the Workgroup, then the Workgroup's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the Workgroup, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the Workgroup shall make its determination as provided above. When the debate appears to be over and if no one indicates a desire to continue discussion, the Chair puts the motion to a vote by stating, "If there is no further discussion, cast your votes."

Only those motions that receive an affirmative vote by the majority of the present and voting members of the Workgroup who also constitute a quorum shall be passed or become effective unless other voting requirements are provided by Washington State law.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Workgroup Member will not participate in the discussion and will abstain from the voting process.

#### Affirmative Vote

Affirmative votes will be cast in an audible tone of voice.

#### Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring his/her abstention, he/she shall state the reason.

#### Tie Vote

A tie vote results in the motion having failed. The presiding officer may publicly explain the effect of the tie vote for the audience.

#### Reconsideration

Reconsideration of an item will be considered by a majority vote of the Workgroup. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken, and can be made no later than the next regular meeting after which the previous vote was taken.

#### **Right of Protest**

A Workgroup Member is never required to state reasons for a dissenting vote; provided, however, that any member of the Workgroup shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Workgroup entered on the minutes.

#### **Parliamentarian**

The Chair, or in the absence of the Chair, the Vice Chair, shall serve as parliamentarian for the Workgroup and as such shall decide all questions of parliamentary procedure in accordance with the parliamentary rules contained in *Robert's Rules of Order, Revised*.