



CITY COUNCIL

ANDY RYDER

Mayor

CYNTHIA PRATT

Deputy Mayor

LENNY GREENSTEIN

MICHAEL STEADMAN

CAROLYN COX

ED KUNKEL

MALCOLM MILLER

CITY MANAGER

SCOTT SPENCE

LACEY CITY COUNCIL AGENDA

OCTOBER 7, 2021

4:00 P.M.

REMOTE ATTENDANCE

The Lacey City Council meeting will be conducted remotely, not in-person. You may view the Council meeting by watching live using one of following platforms: [Live Meetings](#), [YouTube](#), [Facebook](#), Thurston Community Media, Channel 3 with your local cable provider, or Zoom: https://us02web.zoom.us/webinar/register/WN_OJf9-theS06Ie2YhSqukiQ

The public may listen to the meeting via telephone by dialing toll-free: (888) 788-0099 or (877) 853-5247 - when prompted enter Webinar ID 868 1084 9346

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS:*

- A. [Council Worksession minutes of September 9, 2021](#)
- B. [Council Meeting minutes of September 16, 2021](#)
- C. [Council Worksession minutes of September 23, 2021](#)
- D. [A motion to approve payment of claims, wages, and transfers for September 4, 2021, through September 30, 2021](#)
- E. [Approval of Final Plat of Nisqually Place, Project #14-47](#)

**Items listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

3. PUBLIC RECOGNITION AND PRESENTATIONS:

- A. Lacey Youth Council Report (Mayor Justin Begley)

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

**VERBAL PUBLIC COMMENT

Persons wishing to provide verbal public comment on items NOT on the agenda must preregister to speak at https://us02web.zoom.us/webinar/register/WN_OJf9-theS06Ie2YhSqukiQ. Instructions and access details will be provided once registration is complete. Registration for verbal public comment closes at 3:00 p.m. on October 7, 2021.

**WRITTEN PUBLIC COMMENT

Public comments may also be submitted by email to publiccomment@ci.lacey.wa.us. Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the Council meeting; however, comments received will be added to the official record. The commenting period will close at 12:00 p.m. on October 7, 2021.

5. PUBLIC HEARING:

6. PROCLAMATIONS:

7. REFERRAL FROM PLANNING COMMISSION:

8. REFERRAL FROM HEARINGS EXAMINER:

9. RESOLUTIONS:

- A. [Resolution 1108 – Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions](#) (*Kelly Adams*)

10. ORDINANCES:

11. MAYOR'S REPORT:

- A. Recommend appointments of Kamber Good and Wendy Goodwin to the Board of Park Commissioners (*Mayor Andy Ryder*)

12. CITY MANAGER'S REPORT:

13. STANDING GENERAL COMMITTEE:

- A. [Transportation Committee \(09.07.2021\)](#)

14. OTHER BUSINESS:

15. BOARDS, COMMISSIONS AND COMMITTEE REPORTS:

A. Mayor Andy Ryder:

1. Mayors' Forum
2. Thurston Chamber Shared Legislative Committee
3. Transportation Policy Board (TPB)

B. Deputy Mayor Cynthia Pratt:

1. Joint Animal Services Commission (JASCOM)
2. LOTT Clean Water Alliance
3. Olympic Region Clean Air Agency (ORCAA)

C. Councilmember Carolyn Cox:

1. Intercity Transit (IT)
2. Regional Housing Council

D. Councilmember Lenny Greenstein:

1. Emergency Medical Services (EMS)
2. TCOMM911

E. Councilmember Malcolm Miller:

1. Lodging Tax Advisory Committee (LTAC)
2. Thurston County Coalition Against Trafficking (TCCAT)
3. Thurston Regional Planning Council (TRPC)
4. Thurston Thrives

F. Councilmember Michael Steadman:

1. Community Action Council
2. Nisqually River Council
3. Thurston County Law & Justice

G. Councilmember Ed Kunkel:

1. Economic Development Council (EDC)
2. Lacey South Sound Chamber
3. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
4. Solid Waste Advisory Committee (SWAC)

16. ADJOURN TO WORKSESSION

- A. 2022 Budget Workshop (*Scott Spence; Troy Woo*)

MINUTES OF THE LACEY CITY COUNCIL WORKSESSION

THURSDAY, SEPTEMBER 9, 2021

4:00 P.M. – 5:24 P.M.

REMOTE ONLY

COUNCIL PRESENT: MAYOR RYDER, DEPUTY MAYOR PRATT, COUNCILMEMBERS
GREENSTEIN, COX, STEADMAN, KUNKEL, MILLER

STAFF PRESENT: S. SPENCE, S. KELLEY-FONG, D. SCHNEIDER, R. WALK, R. ANDREWS,
J. BRANDT, E. FONTAINE

ACTION: APPROVE WORKSESSION AGENDA

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

2021 COMPREHENSIVE PLAN AMENDMENTS

STAFF: RICK WALK, COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR
RYAN ANDREWS, PLANNING MANAGER
JESSICA BRANDT, ASSOCIATE PLANNER

ACTION: INFORMATION ONLY

Jessica Brandt, Associate Planner, presented on the Urban Forest Management Plan and Tree Regulations.

Discussions highlighted tree removal in HOA open spaces, pathways for the permitting process and replanting standards. Council expressed support in drafting stronger standards.

Ryan Andrews, Planning Manager, reviewed the Housing Action Plan that is scheduled for action at the September 16, 2021, Council meeting.

The following was identified within the Housing Action Plan to meet the greatest needs:

- Reduce the cost of housing for low-income and cost-burdened households.
- Increase the inventory of housing for all households.
- Increase the variety of housing sizes and types.
- Increase the stock of housing options needs for seniors.
- Maintain the existing stock – energy efficiency and air quality.
- Increase stable rental housing and pathways to homeownership.

- Increase permanent housing for people with disabilities or those at risk of or experiencing homelessness.

Staff highlighted that actions fall into two categories; Policies and Programs

- City sets policies and implements programs that support all income levels
- City does not build housing but does partner with others that provide
- City has limited influence over market rate

Policy Initiatives

1. Adopt zoning changes to single-family residential zones to permit duplexes and triplexes (pending approval).
2. Adopt zoning changes for emergency housing facilities (pending approval).
3. Reduce fees for private sector development of affordable units. Extend the fee waiver currently granted to community-based housing development organizations to the private sector building affordable units.
4. Reauthorize the multifamily tax exemption program for the Woodland District zone, which is currently set to expire at the end of 2024. This is an action that is also recommended by the Lacey Midtown Housing Strategy.
5. Increase funding for low-income housing and support a housing levy. Utilize the state legislature in HB 1590 to use councilmanic authority to increase local sales and use tax to support affordable housing.

Program Initiatives

1. Provide funding for renovating and maintaining existing housing that serves low-income households or residents with disabilities.
2. Establish a program to preserve and maintain healthy and viable manufactured home parks.
3. Partner with local trade schools to provide renovation and retrofit services for low-income households as part of on-the-job training.
4. Identify and develop partnerships with organizations that provide or support low-income, workforce, and senior housing as well as other populations with unique housing needs.

Next Steps:

- Final consideration at the September 16, 2021, Council Meeting
- Supplements Housing Element of Comprehensive Plan
- Complete policy initiatives that prioritizes pending items
- Establish dedicated funding for programs

HB 1590 OVERVIEW

STAFF: SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER

ACTION: INFORMATION ONLY

Shannon Kelley-Fong, Assistant City Manager, presented an overview of HB 1590, the Affordable Housing Sales & Use Tax.

In 2015, Washington Legislature enacted legislation allowing any county, then cities, to levy a sales and use tax for addable housing and related services, and mental and behavioral health services with a maximum of one-tenth of one percent (0.1%) and required voter approval.

In 2019, Washington Legislature enacted new legislation updating the Affordable Housing Tax, allowing for councilmanic approval, in addition to voter approval. Counties had first right of refusal, with a deadline of September 30, 2020.

In 2021, Washington Legislature enacted new legislation, further changing the Affordable Housing Tax. The most recent update included the following:

- Adds acquiring in addition to constructing & includes emergency, transitional, and supportive housing.
- Includes acquiring land for affordable housing and behavioral health related facilities.
- Adds requirement to provide 15% of units to individuals living in or near the city the facility is located.

Thurston County did not impose the Affordable Sales Tax by September 30, 2020, thus any city in Thurston County may now impose the Affordable Sales Tax. Staff highlighted that the City of Olympia imposed the Affordable Sales Tax in 2018 by vote, and Thurston County is considering the potential of an Affordable Sales Tax.

It was noted that any city that had the Affordable Housing Tax in place prior to Thurston County's adoption would receive a credit for their share of the tax from Thurston County. Thurston County would not be obligated to allocate any level of revenue collected within a city to that city.

A review of allowable uses pursuant to RCW 82.14.530, sales tax collection, potential outcomes and fiscal impact was also presented. Staff concluded that the purpose of the overview is information only and no action is recommended at this time.

MINUTES OF A REGULAR MEETING OF THE
LACEY CITY COUNCIL HELD THURSDAY,
SEPTEMBER 16, 2021, REMOTE ATTENDANCE

CALL TO ORDER: Deputy Mayor Pratt called the meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE: Deputy Mayor Pratt led the Pledge of Allegiance.

COUNCIL PRESENT: C. Pratt, C. Cox, L. Greenstein, M. Steadman, E. Kunkel, M. Miller

COUNCIL EXCUSED: A. Ryder

STAFF PRESENT: S. Spence, R. Almada, J. Burbidge, S. Egger, M. Hardie, S. Kelley-Fong, D. Schneider, R. Walk, T. Woo, P. Edmonds

Deputy Mayor Pratt requested amending the agenda to add a proclamation recognizing September 28, 2021, as National Voter Registration Day.

APPROVAL OF AGENDA
AND CONSENT AGENDA:

Consent Agenda Items:

- A. Council Worksession minutes of August 26, 2021.
- B. Council meeting minutes of September 2, 2021.
- C. A motion to approve payment of claims, wages and transfers for August 25, 2021, through September 3, 2021.

COUNCILMEMBER STEADMAN MOVED TO APPROVE THE AMENDED AGENDA AND CONSENT AGENDA. COUNCILMEMBER GREENSTEIN SECONDED. MOTION CARRIED.

**PUBLIC RECOGNITIONS AND
PRESENTATIONS:**

Lacey Youth Council Mayor Justin Begley reported on the last two Youth Council meetings, where they reviewed and discussed ground rules, and held the following 2021-2022 elections:

Climate Issue Project Manager – Laila Markland
Social Media Project Manager – Ryen Hill
Board of Park Commission – Declan Line
Library Board – Sarah Towne
Commission on Equity – Alanis Blackburn
Historical Commission – Nathan Miller
Deputy Mayor – Alejandra Linares
Mayor – Justin Begley

PUBLIC COMMENT:

Persons wishing to provide public comment on items not on the agenda must pre-register to speak. Registration closed at 3:00 p.m. today.

Lynn Fitz-Hugh, an Olympia resident, commented on the Lacey Planning Commission's process and recommendations to Council.

Nancy Winters, a Thurston County resident, commented on the City's use and analysis of surveys.

Marianna Tompkins, a Lacey resident, commented on the tree survey.

Vena Villanueva, an Olympia resident, commented on mandatory vaccinations.

Public comments may also be submitted by email by 12:00 p.m. today. Comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the meeting; however, comments received will be added to the official record.

Two written public comments were received and made part of the official record.

PROCLAMATIONS:

Deputy Mayor Pratt and Council proclaimed September 28, 2021, as National Voter Registration Day.

Mary Hall, Thurston County Auditor, accepted the proclamation.

REFERRAL FROM

PLANNING COMMISSION:

Ryan Andrews, Planning Manager, presented Ordinance 1599 approving the 2021 annual Comprehensive Plan amendments as recommended by the Planning Commission.

The Growth Management Act requires that the City's Comprehensive Plan be amended only once a year. As part of the annual cycle of comprehensive plan amendments for 2021, the City completed an update to the City's Urban Forest Management Plan and developed, with regional partners, the Thurston Climate Mitigation Plan and Housing Action Plan.

The Planning Commission conducted a public hearing for the annual Comprehensive Plan amendments at their meeting on May 18. The Planning Commission received oral and written comments for the private amendments, which are captured in the meeting minutes and included with the record for each amendment. At the conclusion of the public hearing, the Planning Commission voted unanimously to recommend approval on the Thurston Climate Mitigation Plan and Housing Action Plan amendments to the City Council. After a follow-up Worksession on June 1, the Planning Commission voted unanimously to recommend approval on the Urban Forest Management Plan amendments to the City Council.

COUNCILMEMBER STEADMAN MOVED TO ADOPT
ORDINANCE 1599 APPROVING THE 2021 ANNUAL

COMPREHENSIVE PLAN AMENDMENTS AS
RECOMMENDED BY THE PLANNING COMMISSION.
COUNCILMEMBER COX SECONDED. MOTION
CARRIED.

ORDINANCES:

Scott Spence, City Manager, presented Ordinance 1600 amending the 2021 Budget.

Adjustments to the budget become necessary throughout the year as a result Council's actions, activity levels that were not anticipated during budget development, and grant awards (or other receipts of outside funding). Historically, the budget has been amended once per year immediately prior to the development of the next year's proposed budget document. However, due to the global microchip shortage caused by the COVID-19 public health emergency, vehicle inventory shortages are already impacting the 2022 purchase year.

The City received notice that all 2022 orders for larger Ford pickup trucks must be submitted prior to September 30, 2021. Staff recommends the 2021 Budget be amended to accommodate the earlier order deadline. Also, in anticipation of additional notices for early orders, the proposed amendment includes budget appropriations for the majority of the anticipated 2022 vehicle purchases.

COUNCILMEMBER GREENSTEIN MOVED TO ADOPT
ORDINANCE 1600 APPROVING THE 2021 BUDGET
AMENDMENT. COUNCILMEMBER COX SECONDED.
MOTION CARRIED.

Jen Burbidge, Parks, Culture, and Recreation Director, presented Ordinance 1601 approving an increase in the number of general members serving on the Board of Park Commissioners.

The Board provides leadership in the area of parks, culture, and recreation. The Board makes recommendations regarding planning, promotion, management, acquisition, construction, development, maintenance, and operation of Lacey's parks, trails, public recreation facilities, and cultural and recreational programs.

With the growth the City has experienced, and in preparation for even more growth to come, the board feels that more community representation would be beneficial. In addition, increased board membership would result in more diversity and more expertise, which would benefit the City.

The Board recommends increasing the membership from five to seven general members.

COUNCILMEMBER STEADMAN MOVED TO ADOPT ORDINANCE 1601 INCREASING THE NUMBER OF GENERAL MEMBERS SERVING ON THE BOARD OF PARK COMMISSIONERS. COUNCILMEMBER MILLER SECONDED. MOTION CARRIED.

CITY MANAGER'S REPORT: Scott Spence, City Manager, reported to Council that the following Interlocal Agreement was signed pursuant to Resolution 1067 and the Interlocal Agreement Approval Process Policy:

- Interlocal Agreement between the cities of Olympia and Lacey, and Thurston County for the Maintenance of the Bicycle Roundabout, also known as "Hub Junction."

BOARDS & COMMISSIONS: JASCOM

Deputy Mayor Pratt reported on several items:

- Boards appointments
- 5-year Strategic Plan
- Medical and Surgical Suite
- Received micro-grant

- Animal adoption protocols
- Summary of annual retreat

LOTT

Deputy Mayor Pratt reported on several items:

- Succession planning
- Reclaimed water study
- Evaluation of master planning needs
- Adopted Administrative Policy 19
- Convened to an Executive Session

ORCAA

Deputy Mayor Pratt reported on several items:

- Adopted Rule 1.11 - Federal Regulation Adoption Date
- Approved Resolution 280 - Mask Mandates and Vaccination Policy
- Approved Commute Trip Reduction Program
- Approved MOU for the Executive Director Recruitment
- Air quality report

Intercity Transit

Councilmember Cox reported on several items:

- 2022 Draft Budget
- Approved consultant contract for engineering and support services
- Adopted resolution for 5-year flat rate van pool fare structure project
- Approved purchase order for SHI International Incorporated
- Grant applications for surplus vans

Emergency Medical Services

Councilmember Greenstein reported on several items:

- Transportation delays and overcrowding in hospitals
- EMS letter to Governor regarding vaccine requirements and shortage of fire and medical personnel
- Reviewed budget

Lodging Tax Advisory Committee

Councilmember Miller reported a meeting was held to review applications. Additional meetings will be held to receive presentations.

Deputy Mayor Pratt convened to an Executive Session at 5:08 p.m. for 15 to discuss real estate transaction pursuant to RCW 42.30.110(1)(b). Council is not expected to take action. The regular Council meeting will reconvene at 5:23 p.m.

Deputy Mayor Pratt reconvened the regular Council meeting at 5:23 p.m. and announced the Executive Session will reconvene for an additional 8 minutes until 5:31 p.m.

Deputy Mayor Pratt reconvened the regular Council meeting at 5:31 p.m. No action was taken.

Deputy Mayor Pratt adjourned the regular Council meeting at 5:31 p.m.

DEPUTY MAYOR: _____

ATTESTED BY CITY CLERK: _____

DATE APPROVED: _____

MINUTES OF THE LACEY CITY COUNCIL WORKSESSION

THURSDAY, SEPTEMBER 23, 2021

4:00 P.M. – 5:20 P.M.

REMOTE ONLY

COUNCIL PRESENT: MAYOR RYDER, DEPUTY MAYOR PRATT, COUNCILMEMBERS
GREENSTEIN, COX, STEADMAN, KUNKEL, MILLER

STAFF PRESENT: S. SPENCE, D. SCHNEIDER, E. FONTAINE

Mayor Ryder amended the agenda to add *Thurston County Correspondence – HB 1590*

ACTION: APPROVE AMENDED WORKSESSION AGENDA

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

THURSTON COUNTY CORRESPONDENCE - HB 1590

PRESENTER: MAYOR ANDY RYDER

ACTION: INFORMATION ONLY

Mayor Ryder reviewed a letter from Thurston County, inquiring the City's position regarding the Affordable Housing Sales & Use Tax pursuant to HB 1590.

Council requested a detailed report on HB 1590's impact, prior to consideration. Staff was directed to schedule a presentation for the October 14, 2021, Worksession.

Council also advised a desire to discuss the Carpenter RV Park project with the County and requested staff coordinate the agenda topic for a future meeting.

CITY MANAGER PERFORMANCE REVIEW

STAFF: SCOTT SPENCE, CITY MANAGER

ACTION: INFORMATION ONLY

Key 2020 accomplishments and 2021 key challenges and opportunities were presented to Council. The following topics were highlighted in detail:

2020 Key Accomplishments:

- COVID-19 Response

- Small Business Stabilization Grants
- CARES Act Funding
- Pop-Up Food Bank Events
- Public Access Preparation
- Staying Connected
- Event Modifications & Iso-PLAY-tion
- Community Development Activity
- RAC Turf Field Replacements
- College & 22nd Roundabout
- Ruddell Road Sidewalk & Retaining Wall
- Capitol City Septic-to-Sewer Conversion Project
- Mullen Road Watermain Project
- Street Overlay Project
- Train Depot Play Structure
- Lacey Library Interior Improvements
- Veterans Affairs Established Outstation
- Community Resource Unit
- Public Safety Crime Rate and Use of Force Statistics

2021 Key Challenges & Opportunities

- Homelessness & Encampment Updates
- Mobile Outreach Team
- Future Public Safety Facility
- Community Engagement
- Police Reform Legislation
- Northeast Lacey Area & Future Economic Development
- New Commercial Development
- Retail Development
- 2020 Retail Sales Tax Rank
- 2021 Population & Full-Time Employees Ratio
- COVID-19 Health Pandemic

Mayor Ryder convened to an Executive Session at 4:50 for 15 minutes to discuss the City Manager's performance review pursuant to RCW 42.30.110(1)(g).

Mayor Ryder reconvened the Worksession at 5:05 p.m. and announced the Executive Session will be extended for an additional 10 minutes (5:15 p.m.).

Mayor Ryder reconvened the Worksession at 5:15 p.m. and announced the Executive Session will be extended for an additional 5 minutes (5:20 p.m.).

Mayor Ryder concluded the Executive Session at 5:20 p.m. and reconvened the Worksession. No action was taken.

Mayor Ryder adjourned the Worksession at 5:20 p.m.



LACEY CITY COUNCIL MEETING

October 7, 2021

SUBJECT: Disbursement Approval

RECOMMENDATION: By motion, approve payment of claims, wages, and transfers.

STAFF CONTACT: Troy Woo, Finance Director *TW*

ORIGINATED BY: Troy Woo, Finance Department

BACKGROUND:

The action requested of the City Council is by motion to approve payment of claims, wages and transfers for 9/4/2021 through 9/30/2021. The disbursements consist of the following:

Checks:	<u>Week of</u>	<u>Beg. Check No.</u>	<u>End. Check No.</u>	<u>Amount</u>
	9/10/2021	258288	258395	156,210.12
	9/17/2021	258396	258466	2,144,833.87
	9/24/2021	258467	258563	281,301.93
	*9/30/2021	258564	258566	1,565.13

Electronic Transfers:	<u>Week of</u>	<u>Amount</u>
	9/7/2021	3,121.27
	9/7/2021	107.70
	9/7/2021	60.10
	9/7/2021	807.00
	9/7/2021	90.00
	9/10/2021	1,891,398.15
	9/13/2021	363.35
	9/13/2021	20,324.92
	9/13/2021	22,554.32
	9/15/2021	276.00
	9/17/2021	224,069.55
	9/22/2021	369.00
	9/25/2021	157,805.97
	9/28/2021	252.00
	9/28/2021	82.43
	9/24/2021	926,937.08
	*9/30/2021	18,625.34
	*9/30/2021	1,429,461.69
	9/30/2021	60,505.36

Payroll:

Month Ended:
*9/30/2021

Wages
1,585,952.20

Significant Disbursements:

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
MurraySmith, Inc.	\$ 64,045.40	Water Sys Plan/Water Project Design
Northpointe Building	\$1,060,381.16	Roundabout Construction
Sunset Air, Inc.	\$ 220,761.46	Veterans Services Hub
T Bailey, Inc.	\$ 392,925.23	Hawks Prairie Sister Standpipe
Thurston Co. District Court	\$ 59,855.00	Violations
Badger Meter, Inc.	\$ 72,663.01	5/8" Water Meters
LOTT Wastewater Alliance	\$1,964,083.59	ERU's/ LOTT Reserve Cap Fees
Miles Resources, LLC	\$ 584,842.90	Carpenter Road Overlay
Northwest Land & Water	\$ 73,973.28	Water Quality Testing
Puget Sound Energy	\$ 108,349.62	Utilities
T Bailey, Inc.	\$ 166,386.26	Hawks Prairie Sister Standpipe

* Disbursements for employee out-of-pocket deductions and employee benefits.



LACEY CITY COUNCIL MEETING

October 7, 2021

SUBJECT: Final Subdivision Approval for the Plat of Nisqually Place (project #14-47)

RECOMMENDATION: As a consent agenda item, authorize the Mayor to sign the final subdivision map for Nisqually Place, project number 14-47

STAFF CONTACT: Scott Spence, City Manager *SS*
Grant Beck, Planning & Development Services Manager *GB*
Sarah Schelling, Associate Planner *SS*

ORIGINATED BY: Community and Economic Development Department

ATTACHMENTS: 1. [Final Plat Map of Nisqually Place](#)

FISCAL NOTE: NA

PRIOR REVIEW: Preliminary Subdivision Approval given by the City Council on February 11, 2016

BACKGROUND:

On February 11, 2016, City Council approved the preliminary subdivision of Vicwood Place (renamed Nisqually Place). The project was approved for 49 single-family lots on 9.8 acres in the Meridian Campus Master Planned Community. As constructed, the final subdivision contains 46 single-family residential lots. The property is zoned Low Density Residential 3-6 units per acre and is located at 9185 31st Avenue Northeast, on the south side of 31st Avenue, east of Willamette Drive. The subdivision has been developed in accordance with the conditions of preliminary approval. All Public Works and planning improvements are in place, and have been approved, or adequate financial securities are in place for their installation.

Appropriate agencies and departments have reviewed the request and recommended approval. The appropriate signatures have been obtained and it is now ready for the Mayor's signature. The applicant requests that the City Council authorize the Mayor to sign the final subdivision map for Nisqually Place. This will allow the applicant to proceed with the development of the subdivision.

ADVANTAGES:

1. Signing the final subdivision map will allow the applicant to proceed with the development of the subdivision and the sale of lots. The final subdivision application meets the requirements of preliminary approval, is consistent with the City Comprehensive Plan, the City Zoning Code, and all applicable City regulations.

DISADVANTAGES:

1. Staff has not identified any disadvantages of approving this subdivision.

PLAT OF NISQUALLY PLACE

A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M.

DEDICATION

KNOW TO ALL PEOPLE PRESENT THAT COPPER RIDGE, LLC, A WASHINGTON LIMITED LIABILITY COMPANY, THE UNDERSIGNED OWNER, IN FEE SIMPLE OF THE LAND HEREBY PLATTED, HEREBY DECLARES THIS LAND DIVISION AND DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, AVENUES, PLACES, STORM DRAINAGE, EASEMENTS, SANITARY SEWER EASEMENTS AND WATER MAIN EASEMENTS OR WHATEVER PUBLIC PROPERTY THERE IS SHOWN ON THE FACE OF THIS PLAT AND THE USE THEREOF FOR ANY AND ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF. ALSO, THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON LOTS, TRACTS, ETC. SHOWN ON THIS PLAT IN THE REASONABLE ORIGINAL GRADING OF ALL THE STREETS, AVENUE, PLACES, ETC. SHOWN HEREON. ALSO, THE RIGHT TO DRAIN ALL STREETS OVER AND ACROSS ANY LOT OR LOTS WHERE WATER MIGHT TAKE A NATURAL COURSE AFTER THE STREET OR STREETS ARE GRADED. ALSO, ALL CLAIMS FOR DAMAGE AGAINST ANY GOVERNMENTAL AUTHORITY ARE WAIVED WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID ROADS.

FOR VALUABLE CONSIDERATION, RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, THE UNDERSIGNED OWNER, DOES HEREBY GIVE AND GRANT TO THE CITY OF LACEY, A MUNICIPAL CORPORATION, PERPETUAL EASEMENTS, AS SHOWN ON THE FACE OF THIS PLAT TO RUN WITH THE LAND, FOR USE FOR WATER MAIN AND ITS APPURTENANCES AND SEWER MAIN AND ITS APPURTENANCES AND THE RIGHT TO REPAIR, CONSTRUCT, OPERATE, MAINTAIN, RESPECT, ALTER, MODIFY, REPLACE, REMOVE, AND UPDATE TO PRESENT AND FUTURE TECHNOLOGICAL STANDARDS SAID WATER MAIN AND SEWER MAIN AND RELATED APPURTENANCES OVER, ACROSS AND UNDER THE AREAS DESIGNATED ON THE FACE OF THE PLAT.

TOGETHER WITH THE ACKNOWLEDGEMENT THAT THE GRANTOR SHALL NOT PLACE OR HAVE PLACED ANY UTILITY, BUILDING OR OTHER STRUCTURE WITHIN THE WATER MAIN AND SEWER MAIN EASEMENTS SHOWN ON THE FACE OF THE PLAT.

TRACT A, B, C, D, E, F AND G ARE HEREBY DEDICATED TO ALL LOTS SHOWN ON THE FACE OF THIS PLAT.

IN WITNESS WHEREOF WE HAVE SET OUR HANDS AND SEALS THIS ____ DAY OF _____, 2021.

COPPER RIDGE, LLC

NAME AND TITLE: _____

ACKNOWLEDGEMENT

STATE OF WASHINGTON)
COUNTY OF _____)SS

ON THIS _____ DAY OF _____, 2021, BEFORE ME PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE
_____ OF THE LIMITED LIABILITY COMPANY THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE AND
VOLUNTARY ACT AND DEED OF SAID CORPORATION FOR THE USES AND PURPOSES THEREIN MENTIONED, AND ON OATH STATE THAT _____ AUTHORIZED TO
EXECUTE SAID INSTRUMENT.

GIVEN UNDER MY HAND AND OFFICIAL SEAL THE DAY AND YEAR LAST ABOVE WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON
RESIDING AT _____
PRINTED NAME: _____
MY COMMISSION EXPIRES: _____

EASEMENT PROVISIONS

SEE SHEET 5 FOR EASEMENT PROVISIONS AND S.T.E.P./GRINDER SYSTEM PLAT EASEMENT PROVISIONS

RESTRICTIONS AND PLAT NOTES

1. ALL RESIDENTIAL STRUCTURES CONSTRUCTED WITHIN THE PLAT OF NISQUALLY PLACE SHALL BE EQUIPPED WITH APPROVED FIRE SPRINKLER SYSTEMS SUBJECT TO THE REQUIREMENTS OF THE INTERNATIONAL FIRE CODE SECTION D107.1(1).
2. THE CITY OF LACEY HAS NO RESPONSIBILITY TO BUILD, IMPROVE, MAINTAIN, OR OTHERWISE SERVICE THE PRIVATE ROADS AND /OR ALLEYS WITHIN OR PROVIDING ACCESS TO THE PROPERTY DESCRIBED IN THIS PLAT (LMC 15.32.190).
3. THE MERIDIAN CAMPUS RESIDENTIAL OWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTAINING THE PLANTER STRIP AND STREET TREES (WEEDING, MOWING, IRRIGATING, PRUNING, ETC.) IN A HEALTHY AND GROWING MANNER IN PERPETUITY.
5. THE MERIDIAN CAMPUS RESIDENTIAL OWNERS ASSOCIATION SHALL OWN AND MAINTAIN ALL TRACTS ASSOCIATED WITH THIS SUBDIVISION. PERMANENT MEANS OF ACCESS TO TRACT F (TREE BUFFER) IS ESTABLISHED VIA TRACT D.
6. THE WETLANDS AND ASSOCIATED BUFFERS IDENTIFIED AS TRACT A SHALL BE OWNED BY THE HOMEOWNERS ASSOCIATION AND SHALL BE PROTECTED IN PERPETUITY. DEVELOPMENT, ALTERATION OR DISTURBANCE OF THE TRACTS OR OF VEGETATION THEREIN SHALL BE PROHIBITED UNLESS IT IS FOR THE PURPOSES OF HABITAT ENHANCEMENT AS PART OF AN ENHANCEMENT PROJECT, WHICH HAS RECEIVED PRIOR APPROVAL FROM THE CITY OF LACEY, AND ANY OTHER JURISDICTION OVER SUCH ACTIVITY.
7. TO PROTECT THE PUBLIC INTEREST ON PRIVATE PROPERTY, UTILITY MAINS LOCATED ON PRIVATE PROPERTY SHALL BE PROTECTED FROM DAMAGE. IF ON-SITE SETTling OF OTHER PHENOMENON OCCURS, CAUSING VALVE BOXES, SEWER MANHOLEs OR OTHER APPURTENANCES TO PROTRUDE ABOVE THE DRIVING SURFACES OR GROUND ELEVATIONS, THE OWNER WILL BE NOTIFIED OF THE PROBLEM AND THE PROBLEM SHALL BE FIXED WITHIN THE 30 DAYS OF NOTIFICATION. IF THE PROBLEM IS NOT FIXED WITHIN THE 30 DAY TIME PERIOD, THE CITY WILL FIX THE PROBLEM AND BILL THE PROPERTY OWNER.
8. ALL LOTS WITHIN THE PLAT SHALL BE PART OF THE MERIDIAN CAMPUS RESIDENTIAL OWNERS ASSOCIATION (HOA) AND SHALL BE GOVERNED BY THE COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED UNDER AUDITOR'S FILE NUMBER 4765012 AND ANY AMENDMENTS THERETO.
9. THE PROPERTY OWNER/HOMEOWNERS ASSOCIATION IS RESPONSIBLE FOR MAINTAINING AND LOCATING ALL IRRIGATION LINES LOCATED IN THE PUBLIC RIGHT-OF-WAY

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

- DECLARATION OF EASEMENTS AND COVENANT TO SHARE COSTS FOR MERIDIAN CAMPUS AND THE TERMS AND CONDITIONS THEREOF:

- RECORDING NO.: 9304080184
MODIFICATION AND/OR AMENDMENT BY INSTRUMENT:
RECORDED: AUGUST 16, 2004 AND NOVEMBER 21, 2006
- RECORDING NO(S): 3666331, 3666332, 3882339, 3882340
COVENANTS, CONDITIONS, RESTRICTIONS AND/OR EASEMENTS FOR MERIDIAN CAMPUS RESIDENTIAL PROPERTY, BUT DELETING ANY COVENANT, CONDITION OR RESTRICTION INDICATING A PREFERENCE, LIMITATION OR DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILY STATUS OR NATIONAL ORIGIN TO THE EXTENT SUCH COVENANTS, CONDITIONS OR RESTRICTIONS VIOLATE TITLE 42, SECTION 3604(C), OF THE UNITED STATES CODES:
RECORDED: APRIL 08, 1993
- RECORDING NO.: 9304080185
MODIFICATION AND/OR AMENDMENT BY INSTRUMENT:
RECORDED: FEBRUARY 06, 1997 AND APRIL 29, 1998
- RECORDING NO(S): 3073462 AND 3150033
SUPPLEMENTAL DECLARATIONS BY INSTRUMENT:
RECORDING NO(S): 3226655, 3232742, 3325010, 3325011, 3592110, 3666327, 3666330, 3781698, 3781699, 3784046, 3882341, 3882342, 4112085, 4270829, 4332912, 4387416, 4393507, 4396091, 4397612, 4407249, 4427672, 4454172, 4499215, 4499963, 4512793, 4575741, 4716891, 4727935, 4765012
- COVENANTS, CONDITIONS, RESTRICTIONS AND/OR EASEMENTS FOR MERIDIAN CAMPUS COMMERCIAL PROPERTY, BUT DELETING ANY COVENANT, CONDITION OR RESTRICTION INDICATING A PREFERENCE, LIMITATION OR DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILY STATUS OR NATIONAL ORIGIN TO THE EXTENT SUCH COVENANTS, CONDITIONS OR RESTRICTIONS VIOLATE TITLE 42, SECTION 3604(C), OF THE UNITED STATES CODES:
RECORDED: APRIL 08, 1993
- RECORDING NO.: 9304080186
MODIFICATION AND/OR AMENDMENT BY INSTRUMENT: RECORDED: JUNE 16, 1993
- RECORDING NO(S): 9306160055, 9306160058
SUPPLEMENTAL DECLARATIONS BY INSTRUMENT(S): RECORDING NO(S): 3332741, 3357955, 3363604, 3363605, 3538425, 3666333
- 3939828, 3982488, 3982489, 3982491, 3982492, 3982493, 3982494, 3982495, 4000484, 4726901
- EASEMENT, INCLUDING TERMS AND PROVISIONS CONTAINED THEREIN, RECORDED: DECEMBER 30, 2020, RECORDING NO.: 4813250
- IN FAVOR OF: PUGET SOUND ENERGY, INC., A WASHINGTON CORPORATION
FOR: UTILITY SYSTEMS FOR PURPOSES OF TRANSMISSION, DISTRIBUTION AND SALE OF GAS AND ELECTRICITY, BUT ARE NOT LIMITED TO FACILITIES FOR COMMUNICATION

LEGAL DESCRIPTION

PARCEL B-5 OF RECORD OF SURVEY RECORDED MAY 11, 2007 UNDER AUDITOR'S FILE NUMBER 3925703, WHICH IS A RE-RECORD OF SURVEY RECORDED APRIL 25, 2007 UNDER AUDITOR'S FILE NUMBER 3921656;

SITUATE IN THURSTON COUNTY, WASHINGTON.

APPROVALS

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

CITY OF LACEY ENGINEER

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

CITY OF LACEY PLANNER

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

MAYOR, CITY OF LACEY

ATTEST:
CITY CLERK, CITY OF LACEY

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

THURSTON COUNTY ASSESSOR

I HEREBY CERTIFY THAT ALL TAXES ON THE LAND DESCRIBED HEREON HAVE BEEN FULLY PAID TO AND INCLUDING THE YEAR 2021.

THURSTON COUNTY TREASURER

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____ AT _____
M. IN BOOK _____ OF _____ AT PAGE _____ AT _____
THE REQUEST OF MTN2COAST, LLC.

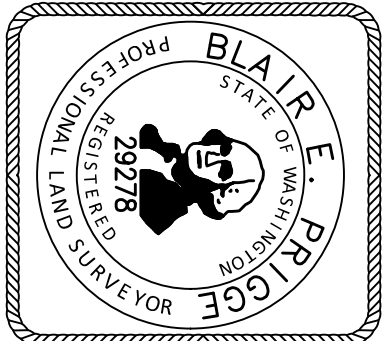
COUNTY AUDITOR
AUDITOR'S FILE NUMBER _____

SURVEYOR'S CERTIFICATE

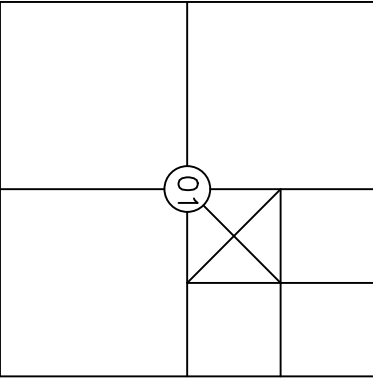
I, BLAIR PRIGGE, HEREBY CERTIFY THAT THIS PLAT OF NISQUALLY PLACE CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION OF TRACT B-5 UNDER RECORD OF SURVEY RECORDED UNDER AUDITOR'S FILE NUMBER 3925703, LOCATED IN SECTION 1, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M., THAT THE DISTANCES AND COURSES SHOWN HEREON ARE CORRECT, THAT THE MONUMENTS ARE SET AS SHOWN AND THAT THE LOT AND TRACT CORNERS HAVE BEEN STAKED ON THE GROUND WITH 5/8" REBAR WITH YELLOW PLASTIC CAPS STAMPED "MTN2COAST, LS 29278". :

COPPER RIDGE, LLC, IN MAY, 2021

BLAIR E. PRIGGE, PLS #29278



GRAPHICAL INDEX
S01,T18N,R1W,W.M.



SHEET INDEX

SV-1 TITLE SHEET
SV-2 OVERALL BOUNDARY, LEGEND
SV-3 LOT DIMENSIONS - NORTH HALF
SV-4 LOT DIMENSIONS - SOUTH HALF
SV-5 LINE AND CURVE TABLES, LOT AND TRACT ADDRESS/AREA DETAILS



PROFESSIONAL LAND SURVEYORS
2320 MOTTMAN RD SW, SITE 106
TUMWATER, WA 98512
360.688.1949

DRAWN BY	DATE	JOB NUMBER
PBJ	08/23/2021	20-379
CHECKED BY	SCALE	SHEET NUMBER
BEP	N/A	1 OF 5

PLAT OF NISQUALLY PLACE

**A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER
OF SECTION 1, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M.**

TRACT SUMMARY

TRACT A - WETLAND AND BUFFER OPEN SPACE
TRACT B - OPEN SPACE
TRACT C - OPEN SPACE
TRACT D - STORM WATER POND
TRACT E - PRIVATE ROAD, INGRESS, EGRESS, AND UTILITY
TRACT FOR THE BENEFIT OF LOTS 43 THRU 46.
TRACT F - OPEN SPACE - BUFFER TRACT.
TRACT G - OPEN SPACE

DATUM

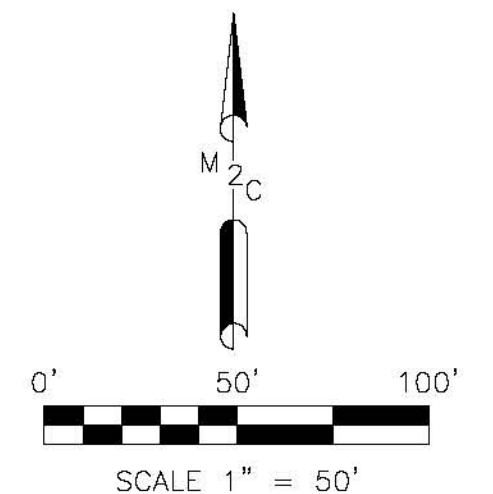
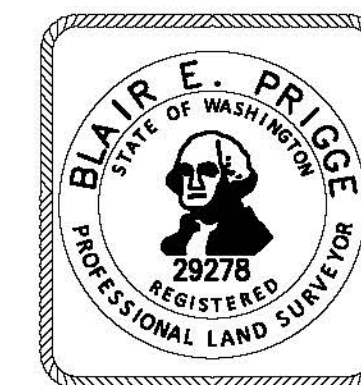
HORIZONTAL - CITY OF LACEY COORDINATE SYSTEM.
NORTH 88°11'04" WEST ON THE NORTH LINE OF THE
SOUTHWEST 1/4 OF NORTHEAST 1/4. S 01, T18N, R1W,
W.M.

SURVEY NOTES

1. INSTRUMENT USED: TOPCON PS TOTAL STATION AND TOPCON GR5 GPS.
2. EXTERIOR BOUNDARY AND SECTION SUBDIVISION PER SURVEY RECORDED UNDER AFN 3925703.

LEGEND

	MATCH LINE
	ROAD CENTERLINE
	ROAD CENTERLINE (PLAT)
	SECTION LINE
	PLAT LOT LINE
	PLAT EXTERIOR LINE
	ADJACENT PROPERTY LOT LINE
	UTILITY EASEMENT LINE
	STORMWATER EASEMENT LINE
	STREET MONUMENT- 2-1/2"
	DIAMETER BRASS CAP STAMPED
	"2012, LS 29278" WITH PUNCH
	FOUND MONUMENT AS NOTED
*1	SET MARKER 1.00 FOOT OFFSET FROM CORNER ON PROPERTY LINE.
*5	SET MARKER 5.00 FOOT OFFSET FROM CORNER ON PROPERTY LINE.

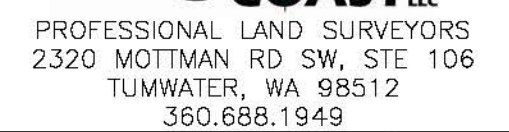
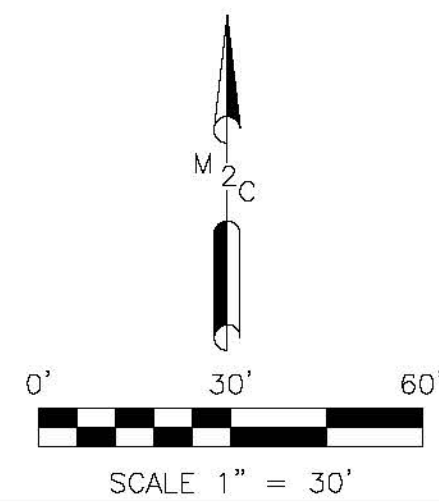


PROFESSIONAL LAND SURVEYORS
2320 MOTTMAN RD SW, STE 106
TUMWATER, WA 98512
360.688.1949

DRAWN BY PBJ	DATE 07/08/2021	JOB NUMBER 20-379
CHECKED BY BEP	SCALE 1" = 50'	SHEET NUMBER 2 OF 5

A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M.

SEE RIGHT OF WAY AND TRACT C AND B DETAIL, SHEET 5 OF 5

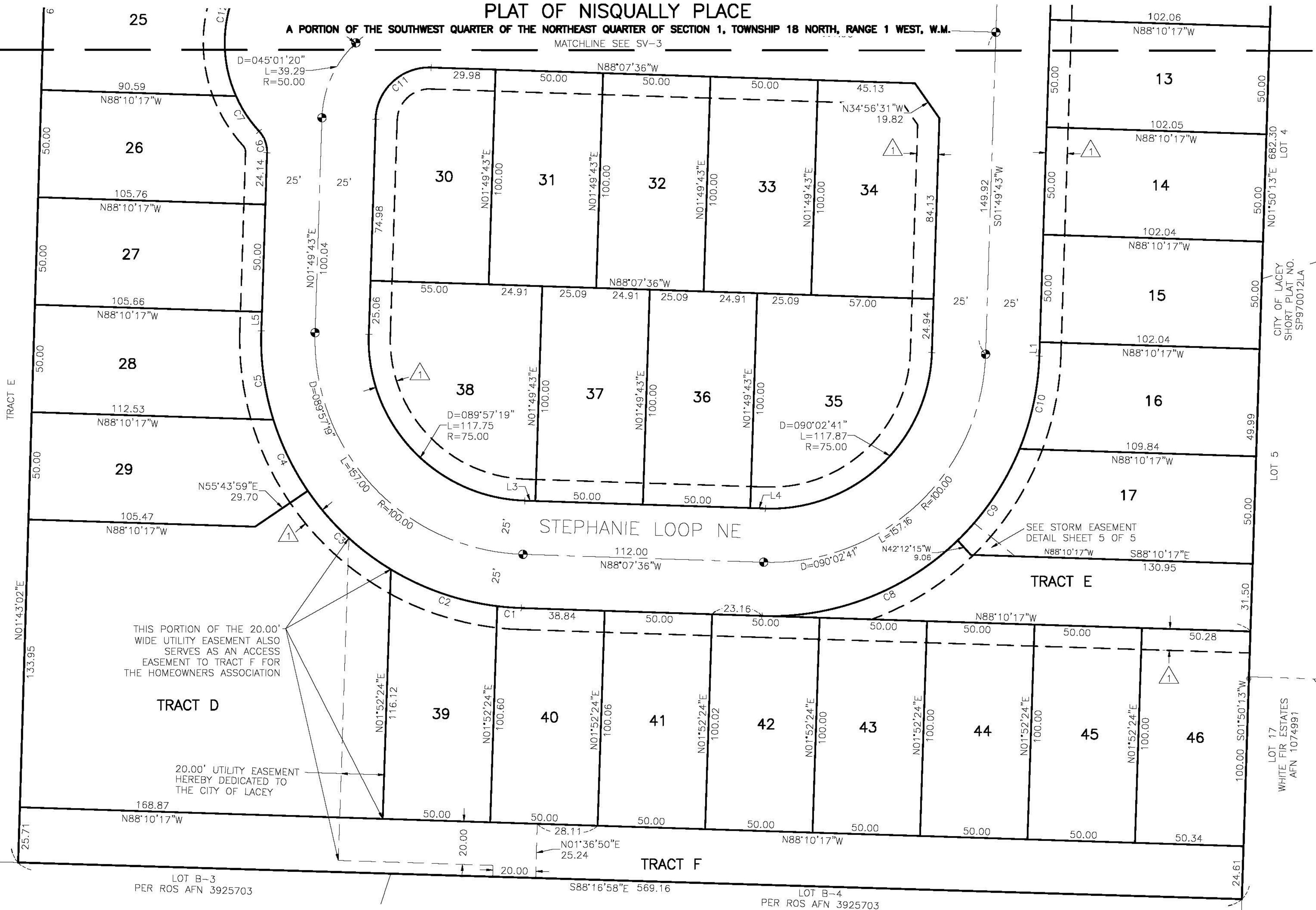


DRAWN BY PBJ	DATE 08/23/2021	JOB NUMBER 20-379
CHECKED BY BEP	SCALE 1" = 30'	SHEET NUMBER 3 OF 5

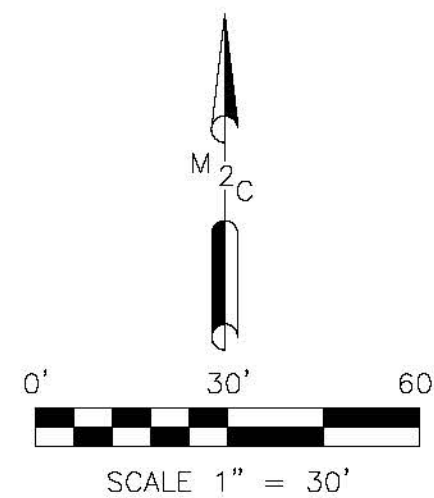
PLAT OF NISQUALLY PLACE

A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M.
MATCHLINE SEE SV-3

PLAT OF CAMPUS PRAIRIE
AFN 3793979



1 SEE EASEMENT PROVISION ON SHEET 1 OF 5.
SEE SHEET 2 OF 5 FOR LEGEND
NOTE: SEE LINE AND CURVE TABLES,
SHEET 5 OF 5

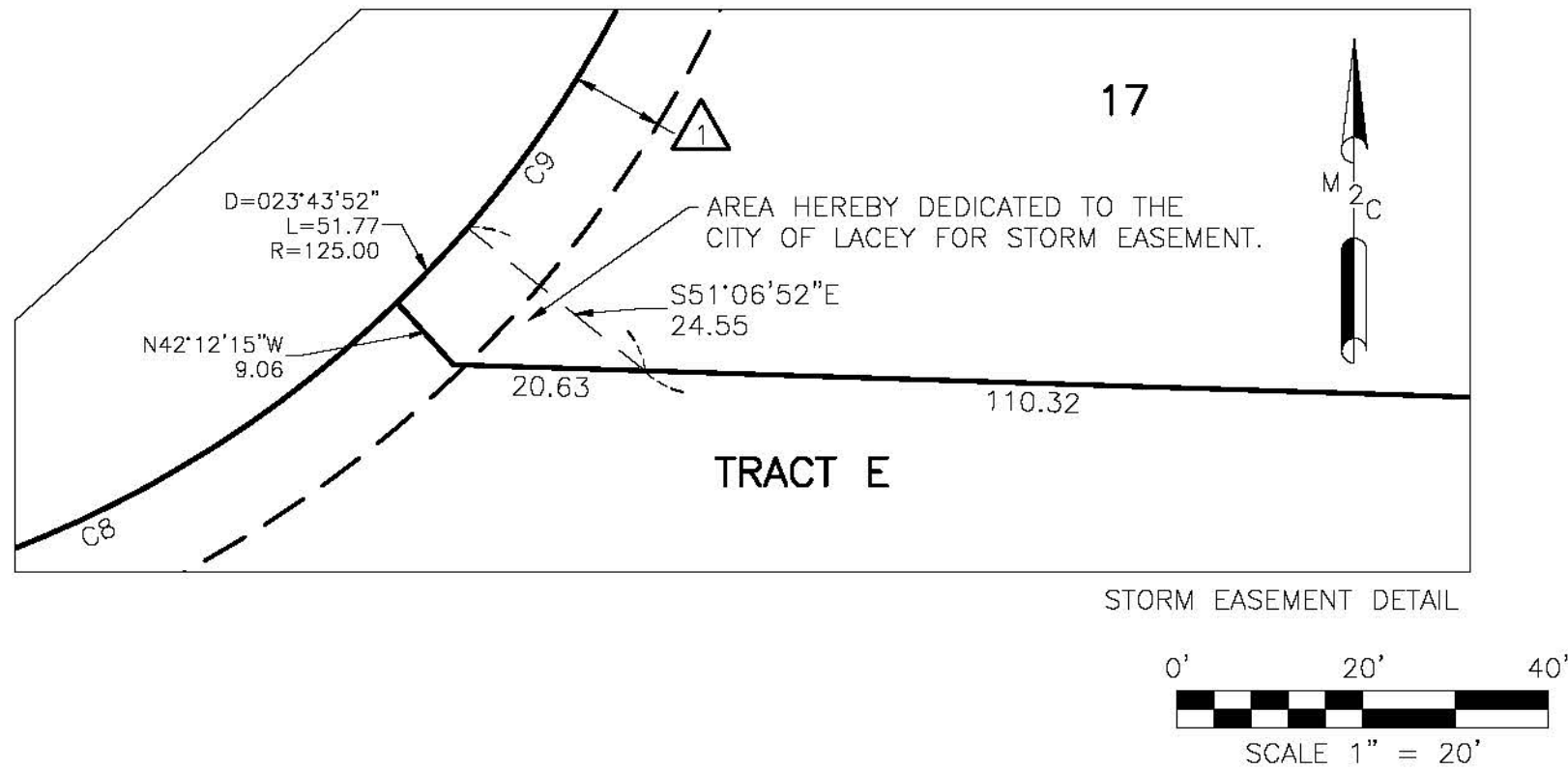


MTN2COAST LLC

PROFESSIONAL LAND SURVEYORS
2320 MOTTMAN RD SW, STE 106
TUMWATER, WA 98512
360.688.1949

DRAWN BY PBJ	DATE 08/13/2021	JOB NUMBER 20-379
CHECKED BY BEP	SCALE 1" = 30'	SHEET NUMBER 4 OF 5

PLAT OF NISQUALLY PLACE
A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 1,
TOWNSHIP 18 NORTH, RANGE 1 WEST, W.M.



EASEMENT PROVISIONS

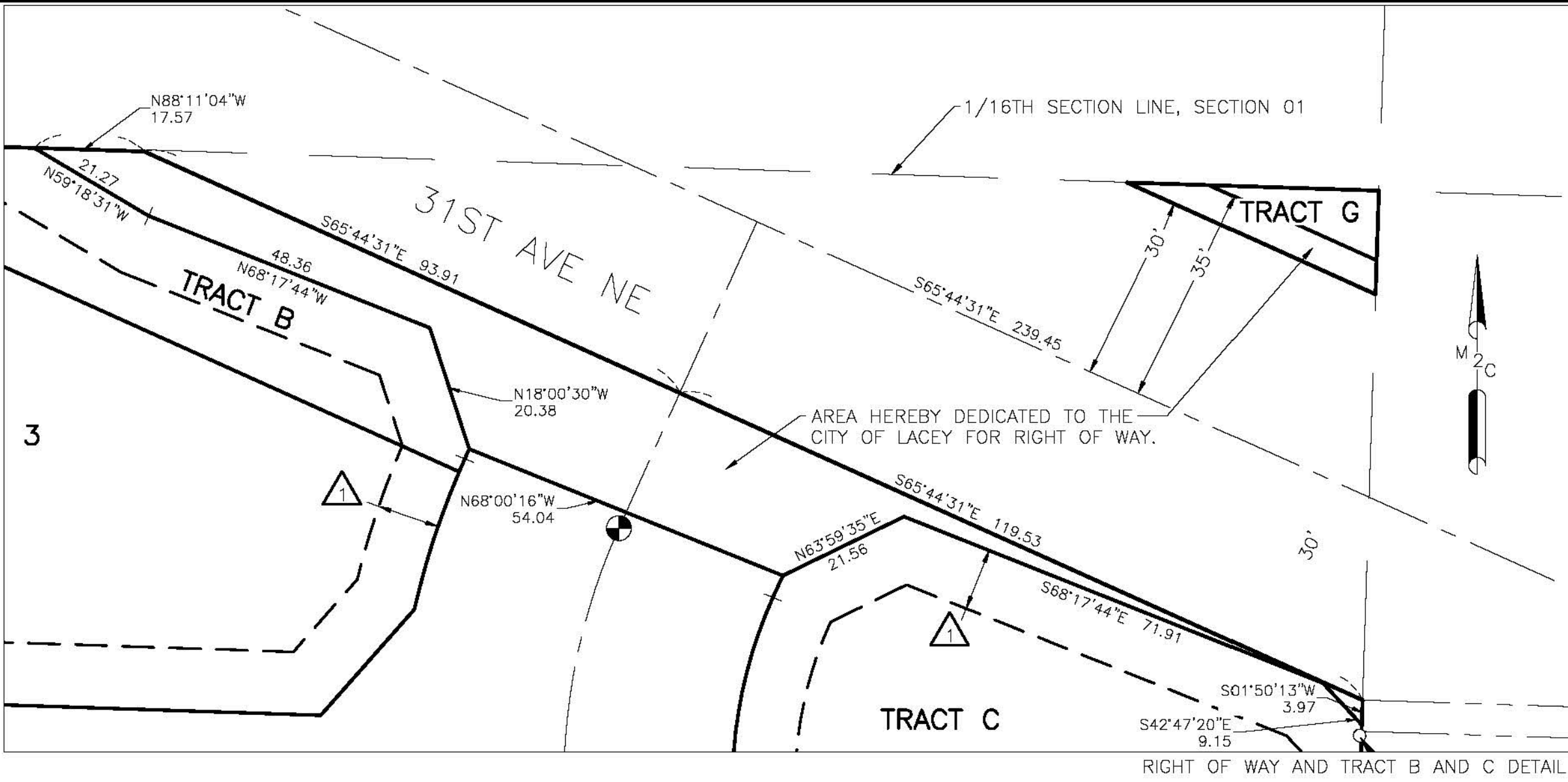
AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF LACEY, A MUNICIPAL CORPORATION, PUGET SOUND ENERGY, INC., A GAS AND ELECTRIC COMPANY, CENTURYLINK, INC., ANY TELECOMMUNICATIONS COMPANY, ANY CABLE TELEVISION COMPANY, THE LOT OWNERS ASSOCIATION AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS UNDER AND UPON THE EXTERIOR TEN FEET PARALLEL WITH AND ADJOINING THE PUBLIC STREET FRONTAGES OF ALL LOTS AND TRACTS IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE, AND MAINTAIN ANY PRIVATE OR PUBLIC UTILITIES, INCLUDING UNDERGROUND PIPE, CONDUIT, CABLES AND WIRES WITH NECESSARY FACILITIES AND OTHER EQUIPMENT FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, SEWER, WATER, STREET LIGHTING AND UTILITY SERVICE; TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS AND TRACTS AT ALL TIMES FOR THE PURPOSES HEREIN STATED. THESE EASEMENTS ENTERED UPON FOR THESE PURPOSES SHALL BE RESTORED AS NEAR AS POSSIBLE TO THEIR ORIGINAL CONDITION. NO LINES OR WIRES FOR THE TRANSMISSION OF ELECTRICAL CURRENT OR FOR TELEPHONE USE OR CABLE TELEVISION SHALL BE PLACED OR PERMITTED TO BE PLACED UPON ANY LOTS UNLESS THE SAME SHALL BE UNDERGROUND OR IN CONDUIT ATTACHED TO A BUILDING. SEE ALSO EXISTING EASEMENT RECORDED UNDER AFN 4813250 FOR PSE EASEMENT.

S.T.E.P/GRINDER SYSTEM PLAT EASEMENT PROVISIONS

A PERPETUAL EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF LACEY, ITS SUCCESSOR AND ASSIGNS, FOR OPERATION, MAINTENANCE, AND REPAIR OF ANY OR ALL PORTIONS OF THE SEPTIC TANK EFFLUENT PUMPS (S.T.E.P) SYSTEM OR GRINDER SYSTEM INCLUDING BUT NOT RESTRICTED TO: SEPTIC TANKS, PUMP CHAMBERS, PRESSURE/GRAVITY SEWER CONNECTION LINES AND PUMP STATUS PANEL, OVER, UNDER AND THROUGH THE LAND HEREBY PLATTED. THE PURPOSE OF THE EASEMENT IS TO PROVIDE ACCESS FOR CITY OFFICERS AND EMPLOYEES TO THE CITY OWNED PORTION OF THE S.T.E.P. OR GRINDER SANITARY SEWER SYSTEMS. THE WIDTH OF THE EASEMENT HEREIN RESERVED SHALL BE FIVE FEET BEYOND THE EDGES OF THE TANK. THE OWNER SHALL MAINTAIN AND IS RESPONSIBLE FOR THE BUILDING LATERAL CONNECTING THE TANK TO THE BUILDING PLUMBING AND INLET TO THE TANK CHAMBER. THE CITY OF LACEY SHALL HAVE THE RIGHT TO TEMPORARILY UTILIZE SUCH AREA BEYOND THE EASEMENT AREA DESCRIBED ABOVE THAT IS NECESSARY FOR THE OPERATION, MAINTENANCE AND REPAIR ACTIVITIES ON THE S.T.E.P OR GRINDER SYSTEM.

IT IS POSSIBLE THAT LANDSCAPING WITHIN THE ABOVE EASEMENT RIGHT-OF-WAY MAY BE DAMAGED DURING THE PERFORMANCE OF OPERATION AND MAINTENANCE ACTIVITIES. THE OWNER WAIVES ANY CLAIM AGAINST THE CITY FOR DAMAGE TO SAID ITEMS IN THE CASE WHERE WORK BY THE CITY IS DONE IN A REASONABLE MANNER. THE OWNER ALSO WAIVES ANY CLAIM AGAINST THE CITY FOR DAMAGES GENERALLY WHICH ARISE FROM "ACTS OF GOD" OR OF THIRD PARTIES NOT INVOLVING FAULT BY THE CITY OF LACEY.

THIS EASEMENT SHALL BE CONSIDERED AN ENCUMBRANCE WHICH TOUCHES AND CONCERNS THE LAND ABOVE DESCRIBED, AND BINDS OWNERS, TRANSFEREES, DONEES, SUCCESSORS AND ASSIGNEES IN INTEREST IN THE SAME MANNER AS IT BINDS OWNERS HEREIN.



TRACT AND LOT ADDRESSES AND AREA

LOT #	ST. #	NAME	SFX	DIR	Zip	Sub. Prefix	Acreage	Footage
1	9110	CARLOS	WAY	NE	98516	6521	0.14	5980
2	9116	CARLOS	WAY	NE	98516	6521	0.12	5013
3	9122	CARLOS	WAY	NE	98516	6521	0.13	5880
4	9109	CARLOS	WAY	NE	98516	6521	0.15	6575
5	9113	CARLOS	WAY	NE	98516	6521	0.11	5000
6	9117	CARLOS	WAY	NE	98516	6521	0.11	5000
7	9121	CARLOS	WAY	NE	98516	6521	0.13	5585
8	3170	STEPHANIE	LOOP	NE	98516	6521	0.11	5006
9	3166	STEPHANIE	LOOP	NE	98516	6521	0.12	5087
10	3162	STEPHANIE	LOOP	NE	98516	6521	0.12	5104
11	3158	STEPHANIE	LOOP	NE	98516	6521	0.12	5104
12	3154	STEPHANIE	LOOP	NE	98516	6521	0.12	5103
13	3150	STEPHANIE	LOOP	NE	98516	6521	0.12	5103
14	3146	STEPHANIE	LOOP	NE	98516	6521	0.12	5102
15	3142	STEPHANIE	LOOP	NE	98516	6521	0.12	5102
16	3138	STEPHANIE	LOOP	NE	98516	6521	0.12	5213
17	3134	STEPHANIE	LOOP	NE	98516	6521	0.14	6154
18	3004	STEPHANIE	LOOP	NE	98516	6521	0.13	5601
19	3008	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
20	3012	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
21	3016	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
22	3020	STEPHANIE	LOOP	NE	98516	6521	0.12	5376
23	3024	STEPHANIE	LOOP	NE	98516	6521	0.15	6465
24	3028	STEPHANIE	LOOP	NE	98516	6521	0.17	7231
25	3032	STEPHANIE	LOOP	NE	98516	6521	0.14	5897
26	3036	STEPHANIE	LOOP	NE	98516	6521	0.12	5113
27	3040	STEPHANIE	LOOP	NE	98516	6521	0.12	5286
28	3044	STEPHANIE	LOOP	NE	98516	6521	0.12	5375
29	3048	STEPHANIE	LOOP	NE	98516	6521	0.14	5956
30	3021	STEPHANIE	LOOP	NE	98516	6521	0.12	5366
31	3017	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
32	3013	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
33	3009	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
34	3005	STEPHANIE	LOOP	NE	98516	6521	0.13	5606
35	3115	STEPHANIE	LOOP	NE	98516	6521	0.16	7000
36	3111	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
37	3107	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
38	3103	STEPHANIE	LOOP	NE	98516	6521	0.16	6786
39	3102	STEPHANIE	LOOP	NE	98516	6521	0.12	5321
40	3106	STEPHANIE	LOOP	NE	98516	6521	0.11	5006
41	3110	STEPHANIE	LOOP	NE	98516	6521	0.11	5002
42	3114	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
43	3118	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
44	3122	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
45	3126	STEPHANIE	LOOP	NE	98516	6521	0.11	5000
46	3130	STEPHANIE	LOOP	NE	98516	6521	0.12	5031
TRACT A	9100	CARLOS	WAY	NE	98516	6521	1.19	51711
TRACT B	3175	STEPHANIE	LOOP	NE	98516	6521	0.04	1860
TRACT C	3174	STEPHANIE	LOOP	NE	98516	6521	0.09	4081
TRACT D	3052	STEPHANIE	LOOP	NE	98516	6521	0.52	22746
TRACT E	3132	STEPHANIE	LOOP	NE	98516	6521	0.12	5402
TRACT F	3056	STEPHANIE	LOOP	NE	98516	6521	0.33	14320
TRACT G	9214	31ST	AVE	NE	98516	6521	0.00	151

Curve Table			
CURVE	LENGTH	RADIUS	DELTA
C1	11.18	125.00	005° 07' 25"
C2	52.73	125.00	024° 10' 17"
C3	53.59	125.00	024° 33' 53"
C4	36.83	125.00	016° 52' 55"
C5	41.92	125.00	019° 12' 49"
C6	10.83	14.00	044° 19' 13"
C7	19.72	61.00	018° 31' 29"
C8	100.24	125.00	045° 56' 55"
C9	51.77	125.00	023° 43' 52"
C10	44.43	125.00	020° 21' 54"
C11	39.29	25.00	090° 02' 41"
C12	60.51	61.00	056° 50' 13"
C13	21.92	61.00	020° 35' 03"
C14	56.36	61.00	052° 56' 26"
C15	31.73	61.00	029° 47' 55"
C16	10.83	14.00	044° 19' 13"
C17	23.15	127.00	010° 26' 32"
C18	2.27	127.00	001° 01' 23"
C19	28.57	73.00	022° 25' 17"
C20	39.13	100.00	022° 25' 17"

LINE TABLE		
LINE	LENGTH	BEARING
L1	6.49	N01°49'43"E
L2	21.59	S39°23'30"E
L3	4.96	S88°07'36"E
L4	7.04	S88°07'36"E
L5	8.86	S01°49'43"W
L6	12.91	N88°07'36"W
L7	1.71	S24°14'59"W
L8	3.84	N24°14'59"E
L9	11.73	N01°49'43"E
L11	7.33	N05°38'33"E
L12	22.74	N05°38'33"E
L17	19.39	S57°07'47"E
L18	19.93	S43°31'24"W
L19	22.61	N41°28'25"E
L20	27.13	N88°06'14"W
L21	11.17	N01°50'13"E



SEE EASEMENT PROVISION ON SHEET 1 OF 5.
SEE SHEET 2 OF 5 FOR LEGEND

MTN2COAST
PROFESSIONAL LAND SURVEYORS
2320 MOTTMAN RD SW, STE 106
TUMWATER, WA 98512
360.688.1949

DRAWN BY PBJ	DATE 08/23/2021	JOB NUMBER 20-379
CHECKED BY BEP	SCALE 1" = 30'	SHEET NUMBER 5 OF 5



LACEY CITY COUNCIL MEETING

October 7, 2021

SUBJECT: Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions Update

RECOMMENDATION: Approve Resolution 1108, which approves updates to the Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions.

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*
Kelly Adams, Management Analyst *KA*

ORIGINATED BY: City Manager Department

ATTACHMENTS:

1. [Resolution 1108](#)
2. [Draft Standards, Protocols, and Ground Rules Handbook](#)
3. [Draft Standards, Protocols, and Ground Rules Handbook with redlines](#)

FISCAL NOTE: None

PRIOR REVIEW: General Government & Public Safety Committee, August 24, 2021

BACKGROUND:

On February 12, 2015, the Lacey City Council adopted the Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions (“Handbook”) to ensure that appointed representatives from the community operate with the same standards and protocols adopted and used by the Lacey City Council in their own Policies and Procedures Manual.

Per the existing Handbook’s Forward, a review of the Handbook is performed by the General Government Committee as needed. The last update to the Boards and Commissions Handbook occurred on March 8, 2018. Significant changes have taken place since the last update, including the creation of the Commission on Equity and the Lacey Youth Council. Staff presented the draft updated to the General Government Committee on August 24, 2021. The Committee approved the draft updates and recommended review by the full City Council.

RECOMMENDATION:

To increase readability, accessibility (consistent formatting and organization), inclusivity, and to incorporate new advisory bodies and specific guidance from existing bodies, staff recommends that the City Council adopt the updated Handbook provided in **Attachment 2**. This includes the addition of an *Appendices* section which contains supporting guidance and background documents specific to the Planning Commission, Historical Commission, Board of Parks Commissioners, Lacey Library Board, and the Commission on Equity.

A redline copy of the changes reflected in **Attachment 2** is provided in **Attachment 3**.

ADVANTAGES:

1. The draft updated Handbook is more accessible and incorporates new advisory bodies created by the City Council since 2018.
2. The draft updated Handbook establishes a consistent approach for future updates to the Handbook through City Council resolution.

DISADVANTAGES:

1. None.

RESOLUTION NO. 1108

CITY OF LACEY

A RESOLUTION OF THE CITY OF LACEY RELATED TO THE STANDARDS, PROTOCOLS, AND GROUND RULES HANDBOOK FOR LACEY BOARDS AND COMMISSIONS.

WHEREAS, on February 12, 2015, the Lacey City Council adopted the Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions to ensure that appointed representatives from the community operate with the same standards and protocols adopted and used by the Lacey City Council as identified in the Lacey City Council Policy and Procedures Manual; and

WHEREAS, city staff prepared a comprehensive update to the Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions which included grammatical and structural improvements but no substantive policy changes; and

WHEREAS, the recommended improvements increase readability, accessibility, inclusivity, and incorporate changes and new sections of the Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commissions more effectively; and

WHEREAS, on August 24, 2021, the General Government and Public Safety Committee approved the changes and recommended they be reviewed and approved by the full Lacey City Council.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, that the Standards, Protocols, and Ground Rules Handbook for Lacey Boards and Commission shall be updated to include changes that improve readability, accessibility, and effectiveness as set forth in Exhibit A.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 7th day of October, 2021.

LACEY CITY COUNCIL

By _____

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

Boards and Commissions

Standards, Protocols, and Ground Rules Handbook

Draft Update: September 2021



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FOREWORD

The City of Lacey has nine Advisory Boards and Commissions that act in an advisory or authoritative capacity to the Lacey City Council. These Boards and Commissions are:

- Planning Commission
- Historical Commission
- Board of Parks Commission
- Library Board
- Commission on Equity
- LEOFF Disability Board
- Civil Service Commission
- Lodging Tax Advisory Committee
- Lacey Youth Council

Additionally, representatives from the community represent the City of Lacey on regional boards and commissions:

- Public Facilities District (PFD)
- Thurston Community Media (TC Media) Board of Directors

The Lacey City Council is very appreciative of those who serve as a member of a Lacey Board or Commission. The work of the Boards and Commissions has a direct contribution to our historical preservation, recreational and educational amenities, communications to our community, zoning and land use development, and oversight of public safety and employees. The work that the volunteer Board and Commission members perform in support of our community and in partnership with the Council is invaluable, and emphasizes the Council's commitment to customer service.

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

Copies of the document are posted on the City's website.

The General Government Committee will review and revise the Boards and Commissions Standards, Protocols and Ground Rules Handbook annually, or as needed.

Corrections: City staff are authorized to make necessary corrections including, but not limited to, the correction of clerical errors, references, section numbers, and any references thereto.

Boards & Commissions Standards, Protocols and Ground Rules Handbook

Approved: February 12, 2015
Amended: Date of Adopted Update

CHAPTER 1

Introduction and Overview

Municipal Code City

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

*Quality Service
Community Leadership
Innovation in Local Government*

"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

In 1990, the City of Lacey developed eight guiding themes to implement the City's vision.

- 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 has adopted a set of core values that guide the organization, its behavior, beliefs, and performance.

- Integrity
- Productivity
- Stewardship
- Empathy

- Leadership
- Collaboration
- Service
- Professionalism
- Innovation
- Diversity
- Accountability
- Honesty

1.01 Advisory Boards and Commissions

The City Council appoints community representatives to a variety of Boards and Commissions to serve in an advisory capacity to the Council. Board and Commission members review and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. Community involvement is a key element in the City Council's decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the Lacey Municipal Code (LMC), the Revised Code of Washington and through interlocal agreements.

If a member resigns prior to their term's expiration, a letter of resignation will be submitted to the Mayor. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor, or City Manager for the Civil Service Commission.

The City Clerk's office coordinates the recruitment process to fill vacancies on Council Boards and Commissions. Positions are advertised on the City's website, through local media, and by word of mouth. Prior to interviews, copies of applications, letters of interest, and resumes are forwarded to Council to provide an opportunity to comment to the Mayor. Potential candidates are interviewed by the Mayor and staff liaison to the Board/Commission. The Mayor appoints with the approval of Council at the next regular Council meeting, with the exception of the Civil Service Commission.

For the latest information on advisory board and commission meeting times, agendas, and membership, visit www.ci.lacey.wa.us.

Planning Commission

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

Reference: [LMC 2.32](#)

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 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:	LMC 2.32
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Seven Commissioners, plus one youth representative
Residency Requirements:	Five of the seven Commissioners must be Lacey City residents. Two of the seven Commissioners must be professionals with a background in history, architecture, planning, or American studies.
Who Appoints:	The Mayor appoints Historical Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Board of Parks Commissioners

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

Reference:	LMC 2.44
Length of Term:	3 years
Term Limit:	Two terms
Number of Members:	Seven Commissioners, plus one youth representative
Residency Requirements:	Five of the seven Commissioners must be Lacey City residents. Two of the seven can be either Lacey City residents or residents of Lacey's Urban Growth Area.
Who Appoints:	The Mayor appoints Board of Parks Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Library Board

The six-member Lacey Library Board, comprised of five general members and one youth representative, assists in facilitating long-range planning for library capital facility needs. The Board selects its own chairperson and officers from its membership. Lacey's 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:	LMC 2.46
Length of Term:	Five years
Term Limit:	Two terms
Number of Members:	Five Board Members, plus one youth representative
Residency Requirements:	Four of the five Library Board Members 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.
Who Appoints:	The Mayor appoints Library Board Members, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by 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 youth representative
Residency Requirements:	Commissioners may be a Lacey City resident or reside within Lacey's Urban Growth Area.
Who Appoints:	The Mayor appoints Equity Commissioners, subject to confirmation by Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

LEOFF Disability Board (Law Enforcement Officers-Fire Fighters)

The five-member Law Enforcement Officers & 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 City Council. Two members must be active or retired City of Lacey law enforcement officers; and one member from the public at large who resides within the City.
Who Appoints:	The Mayor appoints two Councilmembers, subject to confirmation by 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

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:	LMC 2.52.040 ; RCW 41.12
Length of Term:	Six years
Term Limit:	Two terms
Number of Members:	Three Commissioners
Residency Requirements:	May be a Lacey City resident or reside within 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 room rentals. 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 Committee 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 Council.

Lacey Youth Council

The Lacey Youth Council serves as an avenue for the Lacey Council to proactively engage with our community's youth and empower Lacey's youth to become future leaders. The Lacey Youth Council serves as an advisory body to the Lacey Council on youth perspectives related to community matters. The Lacey Youth Council determines its own meeting times and location.

Length of Term:	One year
Term Limit:	Three terms
Number of Members:	Fifteen Youth Councilmembers (maximum)
Residency Requirements:	Must be a student of North Thurston High School, River Ridge High School, South Sound High School, Timberline High School, Northwest Christian High School, Pope John Paul II High School, or a home school organization in Lacey.
Who Appoints:	The Mayor appoints Lacey Youth Councilmembers.

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

Public Facilities District (PFD)

The seven-member PFD 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 PFD 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
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.

Thurston Community Media (TC Media) Board of Directors

Lacey representatives fill one position and one alternate position on the 15-member TC Media Board of Directors. The Board sets policy for TC Media to assist residents and organizations to communicate information and exchange ideas through the medium of community access television. The TC Media Board of Directors determine their own meeting times and location.

Length of Term:	Three years
Term Limit:	No term limit
Number of Members:	Fifteen total (One member and one alternate from Lacey)
Residency Requirements:	None
Who Appoints:	Mayor appoints, subject to confirmation by Council

DRAFT

1.02 Interpersonal Standards, Protocols, and Ground Rules

Board and Commission members value positive and productive working relationships amongst themselves, the City Council, other members of Boards and Commissions, 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 Board or Commission, 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 Board or Commission 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 Commission or 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 Board or Commission.
- Do not use your title as a Board or Commission member to express your personal opinion.

1.03 Removal of a Member

General or youth members who serve on one of the four LMC codified Boards and Commissions (Historical Commission, Library Board, Board of Parks Commission, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Mayor with the approval of the City Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Boards and Commissions Standards, Protocols, and Ground Rules Handbook. The Mayor, with approval of the City Council, may also remove a general or youth member who has 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 a Board or Commission member, the Mayor or their designee will conduct a fact finding process to fully assess and determine whether the Board or Commission member's actions meet the criteria for removal.

CHAPTER 2

Open Government Requirements

2.01 Open Public Meetings Act

All meetings of the Boards and Commissions 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 to provide accessible 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

All Boards and Commissions shall take formal minutes of their meetings and shall delegate the task to a staff liaison assigned to the board, commission, or committee on a regular basis. A copy of all minutes shall be filed with the City Clerk as the official record. Any rules and regulations adopted by any board, commission, or committee 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 a board or commission 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

In 2014 the Legislature passed the Open Government Trainings Act, RCW 42.56.150. The law requires that all members of governing bodies (including Boards and Commissions) must be trained regarding the Open Public Meetings Act and the Public Records Act as well as records retention requirements. The members must receive 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 the staff support person.

2.04 External Communications including Social Media

Members of Boards and Commissions should exercise caution when speaking publicly regarding city business to ensure that they accurately reflect the position of their respective board or commission. Individual members should clearly indicate when they are speaking as an individual and not representing the position of the city or of their respective board or commission.

Members are strongly discouraged from using private social media sites/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 Board or Commission 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 may provide Board and Commission members with official city email addresses/accounts. The decision to provide official email accounts will be at the direction of the City Manager. If the city does provide city email addresses/accounts, members are expected to use that email account for all city business/correspondence. City issued email accounts may not be used for personal communication nor linked to a personal account. Use of the 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 Board and Commission members with city owned electronic devices, such as tablets, to better facilitate sharing of city documents with members. The City Manager will direct which Board members would be provided city-issued devices. If the city does provide city owned electronic devices, such as tablets, members are expected to use that device for all city business/correspondence, rather than a personal device. City 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 employees, elected, and appointed officials in fulfilling the functions of their jobs and serving the public. The city's technology resources and equipment are to be used for city business purposes only.

Prohibited Uses

Use of the city's computer system to engage in communication 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 technology resources 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
- Union activity, unless approved in advance by the city
- Any activity that could adversely affect the City of Lacey'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

Members who fail to comply with the requirements of this chapter and any of the applicable open government statutes may be removed under Chapter 1.03.

Appendices

Planning Commission

- A. Rules of Procedure

Historical Commission

- B. Attendance Policy
- C. Meeting Policy
- D. Election of Officers Procedure
- E. Historian of the Year Procedure
- F. Mitigation Policy for Proposed Demolition or Significant Alteration of Historic Properties
- G. Pioneer Award Procedure

Board of Parks Commissioners

- H. Public Hearing Procedure

Library Board

- I. By-Laws

Commission on Equity

- J. Policies and Procedures

5.29.19 Draft Revisions

RULES OF PROCEDURE

LACEY PLANNING COMMISSION

We, the members of the Planning Commission of the City of Lacey, State of Washington, created by Chapter 2.32 of the City of Lacey City Council, pursuant to Revised Code of Washington 35A.63 do hereby adopt, publish and declare the following Rules of Procedure.

I. Name

The official name shall be the "Lacey Planning Commission".

II. Meetings

- A. Regular Meetings – The Planning Commission shall meet regularly on the first and third Tuesday of each month from 7:00 p.m. to 9:00 p.m..
- B. Special Meetings – May be called by the Chair of the Planning Commission when a certain case, question or matter of interest arises where it would be necessary and proper for the Planning Commission, or committee, to meet.
- C. All Planning Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Planning Commission.
- D. When a regular meeting falls on a legal holiday, the Planning Commission will meet on the day following that legal holiday or as scheduled.
- E. If no matter over which the Planning Commission has jurisdiction is pending on its calendar, a meeting may be cancelled at the notice of the Chair, and notice should be posted at the meeting place.
- F. Except as modified by these Rules of Procedure, Robert's Rules of Order, Revised, shall guide the formal decision process by the Planning Commission in making their recommendation to Council.
- G. Planning Commission work sessions, public meetings and deliberations should be conducted in an informal manner, inclusive of all meeting attendees, facilitated by the Planning Commission Chair.

III. Election of Officers

- A. The officers of the Planning Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Planning Commission, and such other officers as the Planning Commission may elect.
- B. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year. The term of each officer shall begin each year on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

- C. 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 Planning Commission.

IV. Chair

- A. The Chair shall preside over the meetings of the Planning Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Planning Commission.
- B. The Chair shall have power to create temporary committees of one or more members. Committees of the Planning Commission shall be created at the direction of the Planning Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Planning Commission. No committee shall have the power to commit the Planning Commission to the endorsement of any plan, case or program without the approval of the Planning Commission.
- C. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

V. Chair's Absence

The Vice-Chair shall, in the absence of the Chair, perform all duties of the Chair. The Chair and Vice-Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

VI. Secretary

The Staff shall perform the usual and necessary secretarial functions of the Planning Commission including preparation of minutes of each meeting.

VII. Quorum

A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Commission.

VIII. Absence of Members

In the event of a member being absent from three consecutive regular meetings, or being absent from 35 percent of all meetings (including committee) in any six-month period, the member's record shall be forwarded by the Chair to the Mayor for consideration of asking for the member's resignation.

IX. Conflict of Interest

Any member of the Planning Commission who has a conflict of interest with a particular case should publicly announce this conflict of interest at the earliest possible opportunity or when

the conflict is realized. This member shall recuse themselves from participation and decisions on the particular case in question.

X. Application and Petition

- A. Applications and petitions will be accepted by the Planning Commission only when properly filed as in XII-B. below.
- B. In order that proper deliberations and consideration be given to any application, the Planning Commission reserves the right to withhold any decision on any application for a period not to exceed the time set forth in the governing ordinance.

XI. Organization and Responsibility

A. Regular Meetings – Public Hearings

- 1. All recommendations of the Planning Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Planning Commission shall be forwarded to a City Council committee for review and recommendation.
- 2. On matters requiring public hearings, such hearings shall be held only after complying with State Environmental Policy Act procedures. A matter may be heard at the public hearing pending the threshold determination, but such matter shall not be referred from the Planning Commission to the City Council prior to the rendering of the threshold determination or the preparation of a Final Environmental Impact Statement if one is required.
- 3. Presentation of each item of business at the public hearing will be done by the Staff. Following the public hearing and necessary discussion, a recommendation for action will be made to the Planning Commission by the Staff, or committee, if the case has been so referred.
- 4. No official action from the Planning Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.
- 5. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

B. Filing Date Deadlines for Planning Commission Agendas

- 1. Public Hearings: Ten days prior to the regular meeting date, to allow for legal advertising, posting, notification and administrative processing of application.
- 2. Other Business: Five days prior to the regular meeting.
- 3. Information Items: Any additional information, charts, maps, etc., that is to be considered for any case or question before the Planning Commission shall be submitted to the Commission staff at least five working days prior to the meeting for which the matter has been scheduled. Failure by an applicant to meet this deadline will result in consideration of the matter being continued to a subsequent meeting. This rule may be waived by the concurrence of two-thirds of the members of the commission present and voting.

4. Other Agency Reports: Reports from consulted agencies when appropriate, should be forwarded to the Planning Commission at the earliest possible date, but not later than five working days prior to a commission meeting on the subject matter.

All informational items and reports to be presented shall be referred to the Commission members as soon as possible.

XII. Amendment

The Rules of Procedure may be amended at any regular or called meeting of the Planning Commission by a majority vote of the entire membership.

XIII. Approval

APPROVED by the City of Lacey Planning Commission this _____ day of _____, 2019.

Paul Enns
Chair

Sharon Kophs
Vice Chair

ATTENDANCE

Approved by the Lacey Historical Commission on October 21, 2015

This policy shall apply to the attendance by the Lacey Historical Commissioners at monthly meetings, ad hoc committee meetings, and Commission events.

1. Monthly meetings
 - a. Lacey Historical Commissioners are expected to attend all regularly scheduled monthly meetings, usually 12 a year, held once a month on a regularly scheduled day and time.
 - b. Attendance shall be recorded in the minutes of the meeting as excused or unexcused. Excused absences include illness, vacations, funerals, work and school obligations, family commitments, etc.
 - c. In the event a Commissioner will miss a monthly meeting, that absence shall be reported to staff or the Chair of the Commission prior to the meeting. Excused absences shall be made known to the Chair prior to or during the monthly meeting.
 - d. When a Commissioner misses two (2) or more monthly meetings with an unexcused absence, or a total of four (4) or more unexcused or excused absences in a calendar year, the Commissioner will be contacted by the Chair to determine the cause of the absence and to discuss this policy.
 - e. When a Commissioner misses three (3) or more regular meetings with an unexcused absence, or a total of five (5) unexcused or excused absences in a calendar year, the Chair will contact that Commissioner to determine their desire to continue on the Commission. The Historical Commission will then consider the attendance record of the member at its next regular meeting, the impact the absences have on the ability of that person to fulfill the duties of a Commissioner, and the commitment by the Commissioner to attend future regular meetings. If the majority of the Commissioners present at the regular meeting recommend action relative to the removal of the Commissioner from the Historical Commission, such action shall be forwarded to the Mayor for consideration at a City Council meeting.
 - f. In accordance with Section 1.03 of the Boards & Commissions Standards, Protocols, and Ground rules handbook Commissioners may be removed for neglect of duty.
2. Ad Hoc Committee Meetings
 - a. Lacey Historical Commissioners either volunteer to serve or are asked by the Chair to serve on an ad hoc committee. The Chair either appoints a committee chair, or the ad hoc committee members may elect their own chair.
 - b. Ad hoc committee members are expected to attend all regularly scheduled committee meetings, held on a regularly scheduled day and time.
 - c. In the event a Commissioner will miss an ad hoc committee meeting, that absence shall be reported to staff or the Chair of the ad hoc committee prior to the meeting. Excused absences shall be made known to the committee chair prior to or during the meeting.
 - d. When a Commissioner misses two (2) or more ad hoc committee meetings in a calendar year with an unexcused absence, the Commissioner will be contacted by the committee chair to determine the cause of the absence, and to determine their desire to continue serving on the committee.
3. Commission Events
 - a. Attendance is encouraged at events; however attendance is not taken.
 - b. If a Commissioner commits to attending or volunteering at an event, the individual is expected to fulfill that commitment.

MEETINGS

Approved by the Lacey Historical Commission on October 21, 2015

1. Monthly Meetings

- a. All regular monthly Commission meetings shall be held at the Lacey City Hall unless a special location is approved by the Commission no less than one monthly meeting in advance. Appropriate notice shall be given of any location change.
- b. Regular Commission meetings shall be held the third Wednesday of each month at 6:00pm, be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Written minutes of the meeting shall be recorded. An audio recording may be made of the meeting.

2. Ad Hoc Committee Meetings

- a. Ad hoc committee meetings may be held at either Lacey City Hall or the Lacey Museum.
- b. All ad hoc committee meetings shall be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Notes of the meeting shall be recorded.
- d. Work product of the Ad Hoc Committee is subject to review and approval by the Lacey Historical Commission.

ELECTION OF OFFICERS

Approved by the Lacey Historical Commission on October 21, 2015

- a. The officers shall consist of a Chair and Vice Chair elected from the members of the Historical Commission.
- b. Nominations for officers shall be made at the regular monthly meeting in October, with the election at the November regular monthly meeting.
- c. Terms for officers shall run for one year, beginning January 1 and expiring December 31 of each year.
- d. Vacancies of an office caused by resignation, removal, or expiration of term of any officer during the term of office shall be filled for the remainder of the term by a majority vote of a quorum of the Historical Commission.
- e. The Chair shall preside over meetings of the Historical Commission, with the Vice Chair presiding when the Chair is absent. In the event both are absent, members present at the meeting may elect a temporary Chair.

HISTORIAN OF THE YEAR
Approved by the Lacey Historical Commission on October 21, 2015

Accepting nominations for and selecting a "Historian of the Year" is a process by which the Mayor and Lacey City Council can recognize an individual or a group who has made a significant contribution to preserving the history and heritage of the citizens of Lacey.

This policy shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination
 - a. The call for nominations should be made at least two months prior to the first day of Lacey History month.
 - b. Nomination forms may be submitted by Lacey Historical Commissioners, the Museum Curator, the Lacey Historical Society, city council members, and the public at large.
 - c. Nomination forms shall be submitted to the Lacey Historical Commission, due one month prior to the first day of Lacey History Month. This allows sufficient time for copies of nomination forms to be included in the monthly agenda packet.
 - d. All nomination forms submitted shall be reviewed by the Lacey Historical Commission at the regular monthly Commission meeting.
2. Selection
 - a. The criteria for selection shall be based on the individual's or group's significant contribution to the promotion or preservation of Lacey's history.
 - a. Criteria may include but is not limited to: hours/time, duration, significance, donation of tangible property or monetary contribution.
 - b. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
 - c. No individual shall be selected more than once.
 - d. The preference is to select only one Historian of the Year each year. (Two or more individuals or a group (family, corporation, etc.) may be nominated on the same nomination form for a joint contribution, project or program).
3. Presentation
 - a. The honoree will be recognized as the Lacey Historian of the Year at a City Council meeting.

This procedure shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination Process
 - a. A call for Nominations shall be announced by press release, on the City website, and by making nomination forms available at the museum and city hall.
 - b. The nomination form is a standard form, which may be altered upon the majority vote of the Commission, at least 90 days prior to the call for nominations.
 - c. Nomination forms shall be available on the city website, at events and in community buildings.
2. Selection Process
 - a. The honoree selected shall not be named publicly before the presentation.
3. Presentation
 - a. A presentation of the accomplishments and/or activities of the Historian of the Year that led to selection shall be made at a City council meeting.
 - b. The city shall issue a press release the day following the city council meeting presentation announcing the Historian of the Year, and post the announcement on the city web site.

MITIGATION POLICY FOR PROPOSED DEMOLITION OR SIGNIFICANT ALTERATION OF HISTORIC PROPERTIES

Approved by the Lacey Historical Commission on April 15, 2015

Mitigation is a process used to moderate adverse effects by documenting the property before it is lost or significantly altered.

This policy shall apply to Properties listed on the local and state register, Properties on the Local Inventory of Historic Properties, and Properties eligible for listing on the Lacey Historic Register.

When city staff becomes aware of a Historic Property that may be moved from its original or current site, demolished or significantly altered (hereinafter "action"), mitigation shall be initiated, in accordance with the levels A - C. If the Property is on the Lacey Historic Register, the action must be reviewed by the Lacey Historical Commission in accordance with LMC 16.53.040, prior to mitigation.

Level C: Properties eligible for the Lacey Historic Register. The Property should meet criteria for determining designation in LMC 16.53.030.

1. A written report shall contain the following information:
 - A. Name of Structure
 - B. Location (street, city or vicinity, county, state)
 - C. Parcel number and legal description
 - D. If available, copies of images of the building from an earlier period
 - E. Date of construction
 - F. Bibliographic citation for historic views
 - G. Images taken with a digital camera having a high resolution.
2. Required images:
 - A. Each exterior elevation (minimum of four) with indication of scale.
 - B. Close-ups of historical architectural elements or features.
 - C. Significant interior spaces or elements.
 - D. Setting (surroundings area, buildings, street)
 - E. Images should be taken three months or less than the date of action.
 - F. For significantly altered buildings post-alteration images must be taken.
3. Images must be accompanied by the following documentation:
 - A. Brief description of view, including compass orientation
 - B. Day, month, and year of view
 - C. Photographer's name
 - D. Name of photographer's firm, if applicable

Level B: Properties on the Local Inventory of Historic Properties

1. Documentation should include all of the items in Level C plus:
 - A. Original inventory form, with comparative analysis.
 - B. Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
 - C. Description or architectural and/or associative significance using reliable sources
 - D. Contextual information, which equates the significance of the property
 - E. Original and current function
 - F. History of conveyance (ownership) and occupancy
 - G. Name and biographical information of architect and/or builder

Level A: Properties on the Local Register of Historic Properties

1. Documentation should include all of the items in Level B plus:
 - A. Maps, including location map, parcel map, and plat map.
 - B. Aerial photograph
 - C. The application for nomination, with comparative analysis.
2. An interpretive marker should be considered for display on the site after action.

The report and images should be added to the permanent collection in the Lacey Museum, and a copy offered to the appropriate state agency.

LACEY PIONEER AWARD
Approved by the Lacey Historical Commission on April 19, 2017

Selecting a recipient for the "Lacey Pioneer Award" is a process by which the Lacey Historical Commission can honor Lacey pioneers or their descendants, who by virtue of this familial connection have made a significant or long-lasting contribution to promote and/or preserve the history and heritage of the citizens of Lacey. This award is only given from time to time whenever the Commission feels that the award is merited.

1. Nomination

- a. Nominations for the Lacey Pioneer Award may be submitted at any time.
- b. Nominations are put forward by Lacey Historical Commissioners in writing to the Commission, outlining their reasons for the nomination and how they meet the criteria outlined below.
- c. Any nominations submitted shall be added to the next regularly scheduled Lacey Historical Commission meeting agenda for consideration.
- d. A decision should be made at a subsequent meeting within 90 days of the original nomination.

2. Selection

- a. The criteria for selection shall first be based on the individual's genealogical connection (by birth or adoption) to Lacey pioneers or be a Lacey pioneer in their own right.
- b. "Lacey pioneer" means either someone who was among the original settlers of what would later become the Lacey area, in 1891 or before; or someone who was instrumental in the formation of Lacey as an incorporated city in 1966.
- c. The second criteria for selection is the contribution to the promotion or preservation of Lacey's history. The contribution should be over a long period of time and/or have a lasting effect on the Lacey community.
- d. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
- e. No individual shall be selected more than once.
- f. The Pioneer Award is awarded at the discretion of the Lacey Historical Commission, as frequently or infrequently as they see fit.
- g. The honoree shall not be named publicly before the presentation.

3. Presentation

- a. The honoree will be recognized at a City Council meeting.

This award was inspired by Zelma Bernd, a relative of the Lacey pioneers, George Himes and Emmeline Ruddell Kilmer, who tirelessly devoted herself to the promotion of Lacey's Oregon Trail history. She was the first recipient of this award in 2015.

PUBLIC HEARING PROCEDURE

Chair will announce, "Individuals who wish to address the Board of Park Commissioners should sign in".

The Chair will open the public hearing, and state the purpose/issue.

Recording secretary will note the time for the record.

Speakers will be called forward in the order in which they signed in.

Speakers are required to state their name and address.

Comments are limited to the specific matter for which the public hearing is being held and are limited to 3 minutes, unless a longer period is permitted by the Chair.

Written comments are permitted prior to and during the public hearing, and should be submitted to the recording secretary before the public hearing is closed.

Comment cards are provided on the sign –in table for that purpose.

Written documents will be entered into the record, but will not be read aloud, unless time permits. Written documents will be announced by name and address of the author, and may be summarized by the Chair.

Once everyone on the list has spoken and been heard, the Chair will ask three times if there are any additional citizens who wish to speak at the public hearing.

The Chair announces that the public hearing is closed and the recording secretary records the time.

After the public hearing is closed, no member of the public shall be permitted to address the Board of Park Commissioners on that specific issue.

If desired, or an issue is raised during testimony, the record could be held open for a defined period of time for submittal of additional written testimony if motion made and approved by the commissioners.

LACEY LIBRARY BOARD BY-LAWS

Article I. Identification

This organization is the Lacey Library Board of the Lacey Timberland Library, in Lacey, WA, established by the municipality of Lacey, WA., according to the provisions of Chapter 2.46 of the Lacey, WA Municipal Code, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office

Appointments and terms of Office are defined in Chapter 2.46.020 of the Lacey Municipal Code.

Section 2. Meeting Attendance

Board members shall be expected to attend all meetings. If a board member should find it necessary to be absent from any meeting, the board member is expected to notify the chair of the board prior to that meeting.

Article III. Officers

Section 1. Election of Officers

The officers shall be a chair and a vice-chair/secretary, elected annually from among the appointed board members.

Section 2. Duties of the Chair

The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees except the nominating committee, issue notice of all regular and special meetings, and generally perform all duties associated with the office of the chair.

Section 3. Duties of Vice-Chair/Secretary

The vice-chair in the event of the absence, disability of the chair, or a vacancy in that office, shall assume and perform the duties and functions of the chair.

The secretary shall keep true and accurate minutes of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary.

Section 4. Role of Library Manager

The library manager shall be staff advisor to the board. The manager shall be invited to attend all board meetings (but may be excused from a closed session) and shall have no vote.

Article IV. Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Wednesday of each month at 5:30 p.m. There shall be at least four regular meetings per year. A consensus of the board shall determine the date of each regular meeting. Additional meetings shall be determined at the pleasure of the board.

Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers, shall be held in January of each year.

Section 3. Agendas and Notices

The chair shall prepare all meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The chair will provide copies of the agendas and notices to the Lacey City Manager.

Section 4. Minutes

Minutes of all meetings shall, at a minimum, name all board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Copies of the approved board minutes shall be given to the Lacey City Manager. Current board minutes shall be available to the public upon request.

Section 5. Special Meetings

Special meetings, other than regular and annual meetings, may be called at the discretion of the chair. At least 48 hours' notice shall be given.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall constitute three (3) members.

Section 7. Open Meetings Law Compliance

All Board meetings and all committee meetings shall be held in compliance with Lacey, WA Municipal Code and WA State Open Meetings Act.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Article V. Committees

Section 1. Standing Committees

The following committees: by-laws committee shall be appointed by the chair promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Ad Hoc Committees

Ad hoc committee(s) shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which it was created has been completed. These committees also may include staff and public representatives, as well as outside experts.

Section 3. Power of Committees

No committee shall have other than advisory powers.

Article VI. Purview of the Board

Section 1. Defined

All powers and duties of the board are defined in Chapter 2.46.050 of the Lacey Municipal Code.

Section 2. Annual Capital Budget

In order to conduct the responsibilities of the board, the library manager shall provide all necessary information in a timely manner. The board shall review with the library manager the facility needs and make appropriate capital budget recommendations to the Lacey City Council for the ensuing budget year.

Section 3. Facility Policies and Procedures

The board may adopt policies and procedures that pertain to the use of the facility. However, any adopted board policies and procedures are subject to the current facility

policies and procedures of Timberland Regional Library system and the Lacey City Council.

Article VII. General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board.

Section 2. Suspension of the Rules

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were approved at a meeting of the Lacey Library Board meeting by a two thirds majority vote on October 10, 2012.

Minor modifications to these bylaws were approved at a meeting of the Lacey Library Board by unanimous vote on November 13, 2019.



Scott T. Robinson – Board Chair
November 13, 2019

COMMISSION ON EQUITY RULES OF PROCEDURE

Adopted 7.26.2021

1. Meetings

1.1. General:

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

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the fourth Monday of each month at 5:30 p.m. Commissioners will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the Commission will meet on the day following that legal holiday or as scheduled by the Commission.
- 1.2.3. In general, regular meetings will include the following elements:
 - Call to Order
 - Approval of agenda, previous meeting minutes, and consent items
 - Public Comment
 - Commission Business (includes, reports, presentations, etc.)
 - Commissioner Reports
 - Director's Report
 - Adjourn

1.3. Worksessions and Special Meetings:

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

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

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

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

2. Terms of Office

2.1. Terms for Commissioners shall be for three years, with the following exception:

2.1.1. Initial terms appointed in 2021 for Commissioner Positions One (1), Two (2), and Three (3) will be appointed until 2024, all subsequent terms will be appointed on a three-year cycle.

2.1.2. Initial terms appointed in 2021 for Commissioner Positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2025, all subsequent terms will be appointed on a three-year cycle.

3. Election of Officers

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

3.2. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year.

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

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

4. Duties of Officers

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

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

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

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict 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. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commissioners may elect for the meeting 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 Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.

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

7. Conflict of Interest

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

8. Organization and Responsibility

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Commission will be forwarded to a City Council committee for review and recommendation.

8.2. No official action from the Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.

8.3. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. The Commission will provide the opportunity for public comment at Regular Commission meetings. Public comment at Special Meetings and Worksession meetings will be allowed at the discretion of the Commission.

9.2. Members of the public providing public comment must provide their name and city of residence.

9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period. Groups may be provided up to ten minutes, at the discretion of the Chair.

9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.

9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

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

APPROVED by the City of Lacey Commission on Equity on this day 26 of July 2021.

Thelma Jackson
Chair

Clifford Brown
Vice-Chair

Boards and Commissions

Standards, Protocols, and Ground Rules Handbook

Draft Update: September 2021



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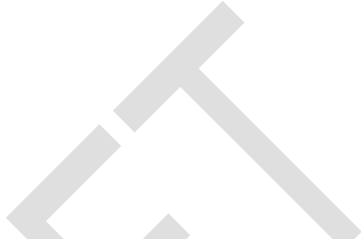
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Boards & Commissions

Standards, Protocols, and Ground Rules Handbook

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FOREWORD

The City of Lacey has ~~ninesix~~ Advisory Boards and Commissions that act in an advisory or authoritative capacity to the Lacey City Council. These Boards and Commissions are:

- Planning Commission
- Historical Commission
- Board of Parks Commission
- Library Board
- Commission on Equity
- LEOFF Disability Board
- Civil Service Commission
- Lodging Tax Advisory Committee
- Lacey Youth Council

Additionally, representatives from the community represent the City of Lacey on regional boards and commissions:

- Public Facilities District (PFD)
- Thurston Community Media (TC Media) Board of Directors

The Lacey City Council is very appreciative of those who serve as a member of a Lacey Board or Commission. The work of the Boards and Commissions has a direct contribution to our historical preservation, recreational and educational amenities, communications to our ~~citizens~~community, zoning and land use development, and oversight of public safety and employees. The work that the volunteer Board and Commission members perform in support of our community and in partnership with the Council is invaluable, and emphasizes the Council's commitment to customer service

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

Copies of the document are posted on the City's website.

The General Government Committee will review and revise the Boards and Commissions Standards, Protocols and Ground Rules Handbook annually, or as needed.

Corrections: City staff are authorized to make necessary corrections including, but not limited to, the correction of clerical errors, references, section numbers, and any references thereto.

Boards & Commissions Standards, Protocols and Ground Rules Handbook

Approved: February 12, 2015

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CHAPTER 1

Introduction and Overview

Municipal Code City

The City of Lacey 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.

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

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Quality Service
Community Leadership
Innovation in Local Government

"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

In 1990, the City of Lacey developed eight guiding themes to implement the City's vision.

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- 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

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Organizational Values

The City of Lacey has adopted a set of core values that guide the organization, its behavior, beliefs, and performance.

- Integrity

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

1.01 Advisory Boards and Commissions

The City Council appoints ~~citizen-community~~ representatives to a variety of Boards and Commissions to serve in an advisory capacity to the Council. ~~Citizen-Board and Commission~~ members review and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. ~~Citizen-Community~~ involvement is a key element in the City Council's decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the Lacey Municipal Code (LMC), the Revised Code of Washington and through interlocal agreements.

If a member resigns prior to ~~his/her~~their term's expiration, a letter of resignation will be submitted to the Mayor. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor, or City Manager for the Civil Service Commission.

The ~~City Clerk~~City Clerk's office coordinates the recruitment process to fill vacancies on Council Boards and Commissions. Positions are advertised on the City's website, through local media, and by word of mouth. Prior to interviews, copies of applications, letters of interest, and resumes are forwarded to Council to provide an opportunity to comment to the Mayor. Potential candidates are interviewed by the Mayor and staff liaison to the Board/Commission. The Mayor appoints with the approval of Council at the next regular Council meeting, with the exception of the Civil Service Commission.

For the latest information on advisory board and commission meeting times, agendas, and membership, visit www.ci.lacey.wa.us.

Council Advisory Boards and Commissions:

Planning Commission:

- The ~~9~~nine-member ~~Planning C~~ommission develops recommendations for long-~~range~~ comprehensive planning goals and policies in the City of Lacey and areas outside the City which may seek annexation. ~~The Planning Commission determines its own m~~Meeting times and locations. ~~will be determined by the Commission. (LMC 2.32)~~

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Reference: LMC 2.32

Length of Term: 3-Three Years

Term Limit: Two Terms2

Number of Members: Nine Commissioners9

—Residency Requirements: Seven of the nine Planning commissioners must be a Lacey City residents, and The remaining two Commissioners can may be either a Lacey residents or residents of in Lacey's Urban Growth Area.

Who Appoints: The Mayor appoints Planning Commissioners, subject to confirmation by the Council.

Mayor appoints with approval of Council

Historical Commission:

• The 8eight-member Historical Ceommission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The 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. Meeting times and locations will be determined by the Commission. (LMC 2.42)

Reference: LMC 2.32

Length of Term: 3-Three Years

Term Limit: Two Terms2

Number of Members: Seven Commissioners7, plus one youth representative

Residency Requirements: Five of the seven Ceommissioners must be a Lacey City residents; Ttwo of the seven Commissioners must be professionals with a background in history, architecture, planning, or American studies. The youth member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston School District, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth member shall be appointed to serve for a term of one year, and may be reappointed to an additional one-year term.

Who Appoints: The Mayor appoints Historical Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council. Mayor appoints with approval of Council

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Board of Parks Commissioners:

The ~~eight~~6-member commission makes recommendations to the City Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. The Board of Parks Commissioners determines its own meeting times and location. ~~Meeting times and locations will be determined by the Commission. (LMC 2.44)~~

Reference: LMC 2.44

Length of Term: 3 ~~Years~~years

Term Limit: 2Two terms

Number of Members: 5Seven Commissioners, plus one youth representative

Residency Requirements: ~~Five~~our of the ~~five seven commissioners Commissioners~~ must be ~~a~~ Lacey City residents. ~~Two~~one of the ~~five seven~~ can be either ~~a~~ Lacey City residents or ~~residents of~~within Lacey's Urban Growth Area. ~~The youth commissioner shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public School District, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth commissioner shall be appointed to serve for a term of one year, and may be reappointed to an additional one-year term.~~

Who Appoints: The Mayor appoints Board of Parks Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Mayor appoints with approval of Council

Library Board:

The ~~six~~6-member Lacey Library Board, comprised of five general members and one youth representative, assists in facilitating long-range planning for library capital facility needs. ~~The Board selects its own chairperson and officers from its membership. Lacey's 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.~~

~~Meeting times and locations will be determined by the Board. (LMC 2.46)~~

*—Reference: LMC 2.46

Length of Term: 5Five ~~Years~~years

Term Limit: Two2 terms

Number of Members: Five5 Board Members, plus one youth representative

Residency Requirements: Four of the five ~~commissioners~~Library Board Members must be ~~a~~ Lacey City residents. ~~One~~one of the five Board Members

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can be either a Lacey City resident or a resident of within Lacey's Urban Growth Area. ~~The youth commissioner shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public School District, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth commissioner shall be appointed to serve for a term of one year, and may be reappointed to an additional one-year term.~~

Who Appoints:

The Mayor appoints Library Board Members, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council. ~~Mayor appoints with approval of 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 youth representative

Residency Requirements: Commissioners may be a Lacey City resident or reside within Lacey's Urban Growth Area.

Who Appoints: The Mayor appoints Equity Commissioners, subject to confirmation by Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

LEOFF Disability Board (Law Enforcement Officers-Fire Fighters):

*-The ~~five~~ five-member Law Enforcement Officers & Fire Fighters (LEOFF) Disability Board administers LEOFF I benefits and entitlements. The LEOFF Disability Board determines its own meeting times and location. ~~Meeting times and locations will be determined by the Board. (RCW 41.26.110)~~

Reference: RCW 41.26.110

Length of Term: ~~2~~ Two Years ~~years~~

Term Limit: No term limit

Number of Members: Five Board Members ~~5~~

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

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Who Appoints:

~~The Mayor appoints two Councilmembers, subject to confirmation by 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.~~

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~~Two City Councilmembers appointed by the Mayor with approval of Council.~~

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~~Two law enforcement members appointed by the law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board.~~

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~~One at-large member appointed by the other remaining board members.~~

Civil Service Commission:

* By statute, the City Manager appoints members to the Civil Service Commission ~~(LMC 2.52.040)~~. The ~~three~~ 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. Meeting times and locations will be determined by the Commission. (RCW 41.12)~~

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Reference: LMC 2.52.040; RCW 41.12

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Length of Term: ~~6~~ Six years

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Term Limit:

~~2~~ Two terms

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Number of Members:

~~3~~ Three Commissioners

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Residency Requirements:

May be a Lacey City resident or reside within Lacey's Urban Growth Area.

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Who Appoints:

~~The~~ City Manager appoints Civil Service Commissioners.

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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 room rentals. The Lodging Tax Advisory Committee determines its own meeting times and location.~~

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Reference: RCW 67.28.1817; LMC 13.03.045

Length of Term: Three years

Term Limit: No term limit

Number of Members: Five Committee 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.

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

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Lacey Youth Council

The Lacey Youth Council serves as an avenue for the Lacey Council to proactively engage with our community's youth and empower Lacey's youth to become future leaders. The Lacey Youth Council serves as an advisory body to the Lacey Council on youth perspectives related to community matters. The Lacey Youth Council determines its own meeting times and location.

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Length of Term: One year

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Term Limit: Three terms

Number of Members: Fifteen Youth Councilmembers (maximum)

Residency Requirements: Must be a student of North Thurston High School, River Ridge High School, South Sound High School, Timberline High School, Northwest Christian High School, Pope John Paul II High School, or a home school organization in Lacey.

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Who Appoints: The Mayor appoints Lacey Youth Councilmembers.

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Public Facilities District (PFD)

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The seven-member PFD 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 PFD Board determines its own meeting times and location.

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Reference: RCW 82.14.390

Length of Term: Four years

Term Limit: No term limit

Number of Members: Seven Board 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.

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

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Thurston Community Media (TC Media) Board of Directors

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Lacey representatives fill one position and one alternate position on the 15-member TC Media Board of Directors. The Board sets policy for TC Media to assist residents and organizations to communicate information and exchange ideas through the medium of community access television. The TC Media Board of Directors determine their own meeting times and location.

Length of Term: Three years

Term Limit: No term limit

Number of Members: Fifteen total (One member and one alternate from Lacey)

Residency Requirements: None

Who Appoints: Mayor appoints, subject to confirmation by Council

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1.02 Interpersonal Standards, Protocols, and Ground Rules

Board and Commission members value a positive and productive working relationships amongst ~~itself themselves, and with~~ the City Council, other members of Boards and Commissions, elected officials, neighboring colleagues, City staff, and the general public. Toward that end, the Council ~~has~~ 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 Board or Commission, the Lacey City Council, ~~and or~~ the City.
- Do not criticize in public. ~~Issues~~ should be addressed in private, when possible.
- Listen attentively. ~~A~~ avoid interrupting. ~~B~~ be respectful even with those you disagree.
- Do not act as a committee of one. ~~G~~ 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. ~~A~~ attempt to resolve individual differences privately before involving City Council and/or City staff.

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Meetings Protocol

- Arrive on time. ~~B~~ be prepared for meetings. ~~R~~ read and study your materials.
- Avoid engaging in debates with the public or individual ~~citizens~~ 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 Board or Commission for a vote, respect ~~and support~~ 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~~ Find the long-term public interest of the community as a whole.
- Do ~~not~~ rush to judgment. ~~s~~ 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. ~~M~~ many decisions and actions require the approval of the governing body or must be consistent with adopted policy.
- Be respectful of differences. ~~A~~ accept disagreements. ~~V~~ 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. ~~I~~ it is one of the best ways to learn.
- Vote yes or no on motions. Do ~~not~~ ~~n't~~ abstain, except when you have a conflict of interest.
- Respect the letter and the intent of the open meetings law.
- ~~Don't~~ 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 Commission or Board members who vote against or disagree with you.

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Communication Protocol

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- 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 ~~and respond to inquiries~~ in a timely manner. Be responsive to inquiries.
- ~~Don't~~ Do not ~~spring~~ surprises ~~on~~ colleagues and staff, especially at formal meetings.
— ~~Notify~~ others of issues and concerns ahead of time.
- Know your neighbors ~~peers~~. — ~~g~~ Get to know other professionals and officials in local and state government as it pertains to your Board or Commission.
- ~~Do not~~ not use your title as a Board or Commission member to express your personal opinion.
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1.03 Removal of a Member

General or youth members who serve on one of the four LMC codified Boards and Commissions (Historical Commission, Library Board, Board of Parks Commission, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Mayor with the approval of the City Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Boards and Commissions Standards, Protocols, and Ground Rules Handbook. ~~The Mayor~~, with approval of the City Council, may also remove a general or youth member who has 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 a Board or Commission member, the Mayor or ~~his/her~~ their designee will conduct a fact finding process to fully assess and determine whether the Board or Commission member's actions meet the criteria for removal.

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CHAPTER 2

Open Government Requirements

2.01 Open Public Meetings Act

All meetings of the Boards and Commissions 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 to provide accessible meetings for people with disabilities. Assisted-listening devices are available for use upon request. If special accommodations are required, please contact the ~~city clerk~~City Clerk three days prior to the meeting.

2.02 Public Records Act

All Boards and Commissions shall take formal minutes of their meetings and shall delegate the task to a staff liaison assigned to the board, commission, or committee on a regular basis. A copy of all minutes shall be filed with the ~~city clerk~~City Clerk as the official record. Any rules and regulations adopted by any board, commission, or committee shall be filed with the ~~city~~City clerkClerk.

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 a board or commission 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

In 2014 the Legislature passed the Open Government Trainings Act, RCW 42.56.150. The law requires that all members of governing bodies (including Boards and Commissions) must be trained regarding the Open Public Meetings Act and the Public Records Act as well as records retention requirements. The members must receive training no later than 90 days after appointment and participate in refresher training at least every four years thereafter. The ~~city clerk~~City Clerk's office will provide training resources in coordination the staff support person.

2.04 External Communications including Social Media

Members of Boards and Commissions should exercise caution when speaking publicly regarding city business to ~~insure~~ensure that they ~~are~~ accurately reflecting the position of their respective board or commission. Individual members should clearly indicate when they are speaking as an individual and not representing the position of the city or of their respective board or commission.

Members are strongly discouraged from using private social media sites/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.

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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 Board or Commission 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).

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2.05 City Issued Email Addresses

The city may provide ~~board~~ Board and ~~commission~~ Commission members with official city email addresses/accounts. The decision to provide official email accounts will be at the direction of the City Manager. If the city does provide city email addresses/accounts, members are expected to use that email account for all city business/correspondence. City issued email accounts may not be used for personal communication nor linked to a personal account. Use of the 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 ~~B~~board and ~~C~~commission members with city owned electronic devices, such as tablets, to better facilitate sharing of city documents with members. The City Manager will direct which ~~board~~ Board members would be provided city-issued devices. If the city does provide city owned electronic devices, such as tablets, members are expected to use that device for all city business/correspondence, rather than a personal device. City 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 employees, elected, and appointed officials in fulfilling the functions of their jobs and serving the public. The city's technology resources and equipment are to be used for city business purposes only.

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Prohibited Uses

Use of the city's computer system to engage in communication that violates federal, state, or local laws, codes and regulations, and city policies and procedures is strictly prohibited.

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In addition, while not an exhaustive list, the following uses of the city's technology resources 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

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- *• Promotion or distribution of information about outside organizations that is not related to city business functions
- *• Union activity, unless approved in advance by the city
- *• Any activity that could adversely affect the City of Lacey'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.

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2.07 Failure to Comply

Members who fail to comply with the requirements of this chapter and any of the applicable open government statutes may be removed under Chapter 1.03.

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Appendices

Planning Commission

A. Rules of Procedure

Historical Commission

B. Attendance Policy

C. Meeting Policy

D. Election of Officers Procedure

E. Historian of the Year Procedure

F. Mitigation Policy for Proposed Demolition or Significant Alteration of Historic Properties

G. Pioneer Award Procedure

Board of Parks Commissioners

H. Public Hearing Procedure

Library Board

I. By-Laws

Commission on Equity

J. Policies and Procedures

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5.29.19 Draft Revisions

RULES OF PROCEDURE

LACEY PLANNING COMMISSION

We, the members of the Planning Commission of the City of Lacey, State of Washington, created by Chapter 2.32 of the City of Lacey City Council, pursuant to Revised Code of Washington 35A.63 do hereby adopt, publish and declare the following Rules of Procedure.

I. Name

The official name shall be the "Lacey Planning Commission".

II. Meetings

- A. Regular Meetings – The Planning Commission shall meet regularly on the first and third Tuesday of each month from 7:00 p.m. to 9:00 p.m..
- B. Special Meetings – May be called by the Chair of the Planning Commission when a certain case, question or matter of interest arises where it would be necessary and proper for the Planning Commission, or committee, to meet.
- C. All Planning Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Planning Commission.
- D. When a regular meeting falls on a legal holiday, the Planning Commission will meet on the day following that legal holiday or as scheduled.
- E. If no matter over which the Planning Commission has jurisdiction is pending on its calendar, a meeting may be cancelled at the notice of the Chair, and notice should be posted at the meeting place.
- F. Except as modified by these Rules of Procedure, Robert's Rules of Order, Revised, shall guide the formal decision process by the Planning Commission in making their recommendation to Council.
- G. Planning Commission work sessions, public meetings and deliberations should be conducted in an informal manner, inclusive of all meeting attendees, facilitated by the Planning Commission Chair.

III. Election of Officers

- A. The officers of the Planning Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Planning Commission, and such other officers as the Planning Commission may elect.
- B. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year. The term of each officer shall begin each year on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

- C. 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 Planning Commission.

IV. Chair

- A. The Chair shall preside over the meetings of the Planning Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Planning Commission.
- B. The Chair shall have power to create temporary committees of one or more members. Committees of the Planning Commission shall be created at the direction of the Planning Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Planning Commission. No committee shall have the power to commit the Planning Commission to the endorsement of any plan, case or program without the approval of the Planning Commission.
- C. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

V. Chair's Absence

The Vice-Chair shall, in the absence of the Chair, perform all duties of the Chair. The Chair and Vice-Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

VI. Secretary

The Staff shall perform the usual and necessary secretarial functions of the Planning Commission including preparation of minutes of each meeting.

VII. Quorum

A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Commission.

VIII. Absence of Members

In the event of a member being absent from three consecutive regular meetings, or being absent from 35 percent of all meetings (including committee) in any six-month period, the member's record shall be forwarded by the Chair to the Mayor for consideration of asking for the member's resignation.

IX. Conflict of Interest

Any member of the Planning Commission who has a conflict of interest with a particular case should publicly announce this conflict of interest at the earliest possible opportunity or when

the conflict is realized. This member shall recuse themselves from participation and decisions on the particular case in question.

X. Application and Petition

- A. Applications and petitions will be accepted by the Planning Commission only when properly filed as in XII-B. below.
- B. In order that proper deliberations and consideration be given to any application, the Planning Commission reserves the right to withhold any decision on any application for a period not to exceed the time set forth in the governing ordinance.

XI. Organization and Responsibility

A. Regular Meetings – Public Hearings

- 1. All recommendations of the Planning Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Planning Commission shall be forwarded to a City Council committee for review and recommendation.
- 2. On matters requiring public hearings, such hearings shall be held only after complying with State Environmental Policy Act procedures. A matter may be heard at the public hearing pending the threshold determination, but such matter shall not be referred from the Planning Commission to the City Council prior to the rendering of the threshold determination or the preparation of a Final Environmental Impact Statement if one is required.
- 3. Presentation of each item of business at the public hearing will be done by the Staff. Following the public hearing and necessary discussion, a recommendation for action will be made to the Planning Commission by the Staff, or committee, if the case has been so referred.
- 4. No official action from the Planning Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.
- 5. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

B. Filing Date Deadlines for Planning Commission Agendas

- 1. Public Hearings: Ten days prior to the regular meeting date, to allow for legal advertising, posting, notification and administrative processing of application.
- 2. Other Business: Five days prior to the regular meeting.
- 3. Information Items: Any additional information, charts, maps, etc., that is to be considered for any case or question before the Planning Commission shall be submitted to the Commission staff at least five working days prior to the meeting for which the matter has been scheduled. Failure by an applicant to meet this deadline will result in consideration of the matter being continued to a subsequent meeting. This rule may be waived by the concurrence of two-thirds of the members of the commission present and voting.

4. Other Agency Reports: Reports from consulted agencies when appropriate, should be forwarded to the Planning Commission at the earliest possible date, but not later than five working days prior to a commission meeting on the subject matter.

All informational items and reports to be presented shall be referred to the Commission members as soon as possible.

XII. Amendment

The Rules of Procedure may be amended at any regular or called meeting of the Planning Commission by a majority vote of the entire membership.

XIII. Approval

APPROVED by the City of Lacey Planning Commission this _____ day of _____, 2019.

Paul Enns
Chair

Sharon Kophs
Vice Chair

ATTENDANCE

Approved by the Lacey Historical Commission on October 21, 2015

This policy shall apply to the attendance by the Lacey Historical Commissioners at monthly meetings, ad hoc committee meetings, and Commission events.

1. Monthly meetings
 - a. Lacey Historical Commissioners are expected to attend all regularly scheduled monthly meetings, usually 12 a year, held once a month on a regularly scheduled day and time.
 - b. Attendance shall be recorded in the minutes of the meeting as excused or unexcused. Excused absences include illness, vacations, funerals, work and school obligations, family commitments, etc.
 - c. In the event a Commissioner will miss a monthly meeting, that absence shall be reported to staff or the Chair of the Commission prior to the meeting. Excused absences shall be made known to the Chair prior to or during the monthly meeting.
 - d. When a Commissioner misses two (2) or more monthly meetings with an unexcused absence, or a total of four (4) or more unexcused or excused absences in a calendar year, the Commissioner will be contacted by the Chair to determine the cause of the absence and to discuss this policy.
 - e. When a Commissioner misses three (3) or more regular meetings with an unexcused absence, or a total of five (5) unexcused or excused absences in a calendar year, the Chair will contact that Commissioner to determine their desire to continue on the Commission. The Historical Commission will then consider the attendance record of the member at its next regular meeting, the impact the absences have on the ability of that person to fulfill the duties of a Commissioner, and the commitment by the Commissioner to attend future regular meetings. If the majority of the Commissioners present at the regular meeting recommend action relative to the removal of the Commissioner from the Historical Commission, such action shall be forwarded to the Mayor for consideration at a City Council meeting.
 - f. In accordance with Section 1.03 of the Boards & Commissions Standards, Protocols, and Ground rules handbook Commissioners may be removed for neglect of duty.
2. Ad Hoc Committee Meetings
 - a. Lacey Historical Commissioners either volunteer to serve or are asked by the Chair to serve on an ad hoc committee. The Chair either appoints a committee chair, or the ad hoc committee members may elect their own chair.
 - b. Ad hoc committee members are expected to attend all regularly scheduled committee meetings, held on a regularly scheduled day and time.
 - c. In the event a Commissioner will miss an ad hoc committee meeting, that absence shall be reported to staff or the Chair of the ad hoc committee prior to the meeting. Excused absences shall be made known to the committee chair prior to or during the meeting.
 - d. When a Commissioner misses two (2) or more ad hoc committee meetings in a calendar year with an unexcused absence, the Commissioner will be contacted by the committee chair to determine the cause of the absence, and to determine their desire to continue serving on the committee.
3. Commission Events
 - a. Attendance is encouraged at events; however attendance is not taken.
 - b. If a Commissioner commits to attending or volunteering at an event, the individual is expected to fulfill that commitment.

MEETINGS

Approved by the Lacey Historical Commission on October 21, 2015

1. Monthly Meetings

- a. All regular monthly Commission meetings shall be held at the Lacey City Hall unless a special location is approved by the Commission no less than one monthly meeting in advance. Appropriate notice shall be given of any location change.
- b. Regular Commission meetings shall be held the third Wednesday of each month at 6:00pm, be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Written minutes of the meeting shall be recorded. An audio recording may be made of the meeting.

2. Ad Hoc Committee Meetings

- a. Ad hoc committee meetings may be held at either Lacey City Hall or the Lacey Museum.
- b. All ad hoc committee meetings shall be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Notes of the meeting shall be recorded.
- d. Work product of the Ad Hoc Committee is subject to review and approval by the Lacey Historical Commission.

ELECTION OF OFFICERS

Approved by the Lacey Historical Commission on October 21, 2015

- a. The officers shall consist of a Chair and Vice Chair elected from the members of the Historical Commission.
- b. Nominations for officers shall be made at the regular monthly meeting in October, with the election at the November regular monthly meeting.
- c. Terms for officers shall run for one year, beginning January 1 and expiring December 31 of each year.
- d. Vacancies of an office caused by resignation, removal, or expiration of term of any officer during the term of office shall be filled for the remainder of the term by a majority vote of a quorum of the Historical Commission.
- e. The Chair shall preside over meetings of the Historical Commission, with the Vice Chair presiding when the Chair is absent. In the event both are absent, members present at the meeting may elect a temporary Chair.

HISTORIAN OF THE YEAR
Approved by the Lacey Historical Commission on October 21, 2015

Accepting nominations for and selecting a "Historian of the Year" is a process by which the Mayor and Lacey City Council can recognize an individual or a group who has made a significant contribution to preserving the history and heritage of the citizens of Lacey.

This policy shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination
 - a. The call for nominations should be made at least two months prior to the first day of Lacey History month.
 - b. Nomination forms may be submitted by Lacey Historical Commissioners, the Museum Curator, the Lacey Historical Society, city council members, and the public at large.
 - c. Nomination forms shall be submitted to the Lacey Historical Commission, due one month prior to the first day of Lacey History Month. This allows sufficient time for copies of nomination forms to be included in the monthly agenda packet.
 - d. All nomination forms submitted shall be reviewed by the Lacey Historical Commission at the regular monthly Commission meeting.
2. Selection
 - a. The criteria for selection shall be based on the individual's or group's significant contribution to the promotion or preservation of Lacey's history.
 - a. Criteria may include but is not limited to: hours/time, duration, significance, donation of tangible property or monetary contribution.
 - b. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
 - c. No individual shall be selected more than once.
 - d. The preference is to select only one Historian of the Year each year. (Two or more individuals or a group (family, corporation, etc.) may be nominated on the same nomination form for a joint contribution, project or program).
3. Presentation
 - a. The honoree will be recognized as the Lacey Historian of the Year at a City Council meeting.

This procedure shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination Process
 - a. A call for Nominations shall be announced by press release, on the City website, and by making nomination forms available at the museum and city hall.
 - b. The nomination form is a standard form, which may be altered upon the majority vote of the Commission, at least 90 days prior to the call for nominations.
 - c. Nomination forms shall be available on the city website, at events and in community buildings.
2. Selection Process
 - a. The honoree selected shall not be named publicly before the presentation.
3. Presentation
 - a. A presentation of the accomplishments and/or activities of the Historian of the Year that led to selection shall be made at a City council meeting.
 - b. The city shall issue a press release the day following the city council meeting presentation announcing the Historian of the Year, and post the announcement on the city web site.

MITIGATION POLICY FOR PROPOSED DEMOLITION OR SIGNIFICANT ALTERATION OF HISTORIC PROPERTIES

Approved by the Lacey Historical Commission on April 15, 2015

Mitigation is a process used to moderate adverse effects by documenting the property before it is lost or significantly altered.

This policy shall apply to Properties listed on the local and state register, Properties on the Local Inventory of Historic Properties, and Properties eligible for listing on the Lacey Historic Register.

When city staff becomes aware of a Historic Property that may be moved from its original or current site, demolished or significantly altered (hereinafter "action"), mitigation shall be initiated, in accordance with the levels A - C. If the Property is on the Lacey Historic Register, the action must be reviewed by the Lacey Historical Commission in accordance with LMC 16.53.040, prior to mitigation.

Level C: Properties eligible for the Lacey Historic Register. The Property should meet criteria for determining designation in LMC 16.53.030.

1. A written report shall contain the following information:
 - A. Name of Structure
 - B. Location (street, city or vicinity, county, state)
 - C. Parcel number and legal description
 - D. If available, copies of images of the building from an earlier period
 - E. Date of construction
 - F. Bibliographic citation for historic views
 - G. Images taken with a digital camera having a high resolution.
2. Required images:
 - A. Each exterior elevation (minimum of four) with indication of scale.
 - B. Close-ups of historical architectural elements or features.
 - C. Significant interior spaces or elements.
 - D. Setting (surroundings area, buildings, street)
 - E. Images should be taken three months or less than the date of action.
 - F. For significantly altered buildings post-alteration images must be taken.
3. Images must be accompanied by the following documentation:
 - A. Brief description of view, including compass orientation
 - B. Day, month, and year of view
 - C. Photographer's name
 - D. Name of photographer's firm, if applicable

Level B: Properties on the Local Inventory of Historic Properties

1. Documentation should include all of the items in Level C plus:
 - A. Original inventory form, with comparative analysis.
 - B. Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
 - C. Description or architectural and/or associative significance using reliable sources
 - D. Contextual information, which equates the significance of the property
 - E. Original and current function
 - F. History of conveyance (ownership) and occupancy
 - G. Name and biographical information of architect and/or builder

Level A: Properties on the Local Register of Historic Properties

1. Documentation should include all of the items in Level B plus:
 - A. Maps, including location map, parcel map, and plat map.
 - B. Aerial photograph
 - C. The application for nomination, with comparative analysis.
2. An interpretive marker should be considered for display on the site after action.

The report and images should be added to the permanent collection in the Lacey Museum, and a copy offered to the appropriate state agency.

LACEY PIONEER AWARD
Approved by the Lacey Historical Commission on April 19, 2017

Selecting a recipient for the "Lacey Pioneer Award" is a process by which the Lacey Historical Commission can honor Lacey pioneers or their descendants, who by virtue of this familial connection have made a significant or long-lasting contribution to promote and/or preserve the history and heritage of the citizens of Lacey. This award is only given from time to time whenever the Commission feels that the award is merited.

1. Nomination

- a. Nominations for the Lacey Pioneer Award may be submitted at any time.
- b. Nominations are put forward by Lacey Historical Commissioners in writing to the Commission, outlining their reasons for the nomination and how they meet the criteria outlined below.
- c. Any nominations submitted shall be added to the next regularly scheduled Lacey Historical Commission meeting agenda for consideration.
- d. A decision should be made at a subsequent meeting within 90 days of the original nomination.

2. Selection

- a. The criteria for selection shall first be based on the individual's genealogical connection (by birth or adoption) to Lacey pioneers or be a Lacey pioneer in their own right.
- b. "Lacey pioneer" means either someone who was among the original settlers of what would later become the Lacey area, in 1891 or before; or someone who was instrumental in the formation of Lacey as an incorporated city in 1966.
- c. The second criteria for selection is the contribution to the promotion or preservation of Lacey's history. The contribution should be over a long period of time and/or have a lasting effect on the Lacey community.
- d. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
- e. No individual shall be selected more than once.
- f. The Pioneer Award is awarded at the discretion of the Lacey Historical Commission, as frequently or infrequently as they see fit.
- g. The honoree shall not be named publicly before the presentation.

3. Presentation

- a. The honoree will be recognized at a City Council meeting.

This award was inspired by Zelma Bernd, a relative of the Lacey pioneers, George Himes and Emmeline Ruddell Kilmer, who tirelessly devoted herself to the promotion of Lacey's Oregon Trail history. She was the first recipient of this award in 2015.

PUBLIC HEARING PROCEDURE

Chair will announce, "Individuals who wish to address the Board of Park Commissioners should sign in".

The Chair will open the public hearing, and state the purpose/issue.

Recording secretary will note the time for the record.

Speakers will be called forward in the order in which they signed in.

Speakers are required to state their name and address.

Comments are limited to the specific matter for which the public hearing is being held and are limited to 3 minutes, unless a longer period is permitted by the Chair.

Written comments are permitted prior to and during the public hearing, and should be submitted to the recording secretary before the public hearing is closed.

Comment cards are provided on the sign –in table for that purpose.

Written documents will be entered into the record, but will not be read aloud, unless time permits. Written documents will be announced by name and address of the author, and may be summarized by the Chair.

Once everyone on the list has spoken and been heard, the Chair will ask three times if there are any additional citizens who wish to speak at the public hearing.

The Chair announces that the public hearing is closed and the recording secretary records the time.

After the public hearing is closed, no member of the public shall be permitted to address the Board of Park Commissioners on that specific issue.

If desired, or an issue is raised during testimony, the record could be held open for a defined period of time for submittal of additional written testimony if motion made and approved by the commissioners.

LACEY LIBRARY BOARD BY-LAWS

Article I. Identification

This organization is the Lacey Library Board of the Lacey Timberland Library, in Lacey, WA, established by the municipality of Lacey, WA., according to the provisions of Chapter 2.46 of the Lacey, WA Municipal Code, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office

Appointments and terms of Office are defined in Chapter 2.46.020 of the Lacey Municipal Code.

Section 2. Meeting Attendance

Board members shall be expected to attend all meetings. If a board member should find it necessary to be absent from any meeting, the board member is expected to notify the chair of the board prior to that meeting.

Article III. Officers

Section 1. Election of Officers

The officers shall be a chair and a vice-chair/secretary, elected annually from among the appointed board members.

Section 2. Duties of the Chair

The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees except the nominating committee, issue notice of all regular and special meetings, and generally perform all duties associated with the office of the chair.

Section 3. Duties of Vice-Chair/Secretary

The vice-chair in the event of the absence, disability of the chair, or a vacancy in that office, shall assume and perform the duties and functions of the chair.

The secretary shall keep true and accurate minutes of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary.

Section 4. Role of Library Manager

The library manager shall be staff advisor to the board. The manager shall be invited to attend all board meetings (but may be excused from a closed session) and shall have no vote.

Article IV. Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Wednesday of each month at 5:30 p.m. There shall be at least four regular meetings per year. A consensus of the board shall determine the date of each regular meeting. Additional meetings shall be determined at the pleasure of the board.

Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers, shall be held in January of each year.

Section 3. Agendas and Notices

The chair shall prepare all meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The chair will provide copies of the agendas and notices to the Lacey City Manager.

Section 4. Minutes

Minutes of all meetings shall, at a minimum, name all board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Copies of the approved board minutes shall be given to the Lacey City Manager. Current board minutes shall be available to the public upon request.

Section 5. Special Meetings

Special meetings, other than regular and annual meetings, may be called at the discretion of the chair. At least 48 hours' notice shall be given.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall constitute three (3) members.

Section 7. Open Meetings Law Compliance

All Board meetings and all committee meetings shall be held in compliance with Lacey, WA Municipal Code and WA State Open Meetings Act.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Article V. Committees

Section 1. Standing Committees

The following committees: by-laws committee shall be appointed by the chair promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Ad Hoc Committees

Ad hoc committee(s) shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which it was created has been completed. These committees also may include staff and public representatives, as well as outside experts.

Section 3. Power of Committees

No committee shall have other than advisory powers.

Article VI. Purview of the Board

Section 1. Defined

All powers and duties of the board are defined in Chapter 2.46.050 of the Lacey Municipal Code.

Section 2. Annual Capital Budget

In order to conduct the responsibilities of the board, the library manager shall provide all necessary information in a timely manner. The board shall review with the library manager the facility needs and make appropriate capital budget recommendations to the Lacey City Council for the ensuing budget year.

Section 3. Facility Policies and Procedures

The board may adopt policies and procedures that pertain to the use of the facility. However, any adopted board policies and procedures are subject to the current facility

policies and procedures of Timberland Regional Library system and the Lacey City Council.

Article VII. General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board.

Section 2. Suspension of the Rules

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were approved at a meeting of the Lacey Library Board meeting by a two thirds majority vote on October 10, 2012.

Minor modifications to these bylaws were approved at a meeting of the Lacey Library Board by unanimous vote on November 13, 2019.



Scott T. Robinson – Board Chair
November 13, 2019

COMMISSION ON EQUITY RULES OF PROCEDURE

Adopted 7.26.2021

1. Meetings

1.1. General:

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

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the fourth Monday of each month at 5:30 p.m. Commissioners will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the Commission will meet on the day following that legal holiday or as scheduled by the Commission.
- 1.2.3. In general, regular meetings will include the following elements:
 - Call to Order
 - Approval of agenda, previous meeting minutes, and consent items
 - Public Comment
 - Commission Business (includes, reports, presentations, etc.)
 - Commissioner Reports
 - Director's Report
 - Adjourn

1.3. Worksessions and Special Meetings:

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

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

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

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

2. Terms of Office

2.1. Terms for Commissioners shall be for three years, with the following exception:

2.1.1. Initial terms appointed in 2021 for Commissioner Positions One (1), Two (2), and Three (3) will be appointed until 2024, all subsequent terms will be appointed on a three-year cycle.

2.1.2. Initial terms appointed in 2021 for Commissioner Positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2025, all subsequent terms will be appointed on a three-year cycle.

3. Election of Officers

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

3.2. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year.

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

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

4. Duties of Officers

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

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

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

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict 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. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commissioners may elect for the meeting 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 Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.

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

7. Conflict of Interest

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

8. Organization and Responsibility

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Commission will be forwarded to a City Council committee for review and recommendation.

8.2. No official action from the Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.

8.3. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. The Commission will provide the opportunity for public comment at Regular Commission meetings. Public comment at Special Meetings and Worksession meetings will be allowed at the discretion of the Commission.

9.2. Members of the public providing public comment must provide their name and city of residence.

9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period. Groups may be provided up to ten minutes, at the discretion of the Chair.

9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.

9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

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

APPROVED by the City of Lacey Commission on Equity on this day 26 of July 2021.

Thelma Jackson
Chair

Clifford Brown
Vice-Chair

TRANSPORTATION COMMITTEE MINUTES

SEPTEMBER 7, 2021

11:00 A.M. – 11:56 P.M.

REMOTE ONLY

COUNCIL PRESENT: COUNCILMEMBERS MILLER (CHAIR), COX, AND STEADMAN

STAFF PRESENT: SCOTT SPENCE, MARTIN HOPPE, AUBREY COLLIER, PERI EDMONDS

ACTION: APPROVE TRANSPORTATION COMMITTEE AGENDA

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

LEBANON STREET TRAFFIC CALMING UPDATE

STAFF: MARTIN HOPPE, TRANSPORTATION MANAGER

ACTION: INFORMATION ONLY

At the June 1, 2021, Transportation Committee meeting, Committee members requested staff perform an extended study of the Lebanon Street Traffic Calming Study to determine if the Covid-19 pandemic caused the decrease in traffic.

Data collected during the extended study showed the 85th percentile speed decreased from 30 MPH to 25 MPH.

During physical observation, the majority of traffic on Lebanon Street originated from 14th avenue, with drivers using the Lebanon street extension as a through-street instead of driving to the Clearbrook light. The traffic calming devices on Lebanon have decreased traffic volume.

Staff recommended the neighborhood vote on whether they want a permanent traffic calming device. Estimated cost per household is \$200.

The Committee instructed staff to move forward with asking for a vote from the neighborhood.

CONSTRUCTION UPDATE

STAFF: AUBREY COLLIER, DESIGN & CONSTRUCTION MANAGER

ACTION: INFORMATION ONLY

The Committee received updates on multiple construction projects:

Marvin Road NE, Willamette Drive, and Orion Drive

- Overlay paving complete
- Valve and manhole patching should be completed by the end of September (includes other locations throughout the City)
- Slurry Seal completed throughout multiple neighborhoods

Carpenter Road (Pacific to Mullen)

- Re-pavement complete
- Final lift should be completed by end of September

Mullen Road Roundabout

- Paving complete
- Striping will be in September after the asphalt has cured
- Landscape is currently being worked on

Capitol City Water & Wastewater

- Phase 1 nearing completion
- Phase 2 is 40% complete for water and sewer mains construction
- First paving is expected to be done at the end of September

Hawk's Prairie Sister Standpipe

- Construction should be completed by the end of 2021
- Inside of standpipe is currently being prepared

Joint Animal Services – Surgical Suite

- Expected to be completed soon
- Current work is being done on water, sewer, and electrical

Museum Site Cleanup

- Contaminated soil has been dug out and tested
- Next phase should begin soon