

ORDINANCE NO. 1667

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON ESTABLISHING A HUMAN SERVICES COMMISSION TO MAKE RECOMMENDATIONS FOR HUMAN SERVICES NEEDS, HUMAN SERVICES POLICIES, AND HUMAN SERVICES FUNDING INCLUDING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING, ADDING A NEW CHAPTER TO THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the Lacey City Council budgeted \$300,000 in 2024 for a new, competitive Human Services Grant Program (HSGP) to support vulnerable community members and enhance the wellbeing of all; and

WHEREAS, in 2024, the Lacey City Council started the process of becoming a stand-alone Community Development Block Grant (CDBG) Entitlement Community with direct funding from the US Department of Housing and Urban Development; and

WHEREAS, the City provides and supports a broad range of local human services in the community to alleviate hardships and help individuals access community resources, including by providing funding to support the work of non-profits and other governmental agencies; and

WHEREAS, the Lacey City Council wishes to enhance community engagement, government transparency, and community oversight of human services funding, including but not limited to, the HSGP and CDBG Program; and

WHEREAS, the City has many capable and experienced community members with expertise in the area of human services and assessing the needs of the community; and

WHEREAS, in 2024, the Lacey City Council passed Resolution 1145 establishing an Ad Hoc Human Services Workgroup to make HSGP funding recommendations, advise on a human services needs assessment and the creation of a permanent advisory board; and

WHEREAS, the Lacey City Council desires to establish a Human Services Commission to better understand overall human services needs in the community and help make recommendations on human services grant funding.

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

Section 1. There is hereby added to the Lacey Municipal Code a new Chapter 2.35, Human Services Commission, to read as follows:

2.35.010 Creation

There is created a commission to be known as the Human Services Commission which shall perform all of the duties and shall have all of the authority hereinafter set out.

2.35.020 Purpose

The purpose of the commission is to help the City to identify human services needs, review human services draft policies, review human services grant applications and make recommendations for human services grant funds.

2.35.030 Membership — Terms

- A. The commission shall consist of seven general members and one youth member who reside in the city of Lacey or may reside in Lacey's urban growth management area, except as outlined in subsection C of this section. Commissioners shall be appointed by the mayor, which appointment shall be subject to confirmation by the city council. Terms for general members shall be for three years. General membership on the commission shall be limited to two full consecutive terms. If there are no applicants for a vacant position one month prior to the expiration of term, the incumbent may be reappointed to an additional three-year term by the mayor with the approval of the city council. All members shall be selected without respect to political affiliations.
- B. 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 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. The incumbent youth member may be reappointed to an additional one-year term. Except as outlined in this section, the youth member shall have the same rights and responsibilities of the general members.
- C. General membership on the commission shall always include at least two professionals who have experience in human services, e.g., direct service, management, or volunteer work. Any commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or both of the human services positions. The Mayor and City Council, in order to obtain representatives with this expertise, may make appointments despite the residency requirements of Section A of this section.
- D. A majority of the general members of the commission shall constitute a quorum for the transaction of business. The youth member shall not be included in the count to constitute a quorum. Any action taken by a majority of those present when those present constitute a quorum, at any regular or special meeting of the commission, shall be deemed and taken as the action of the commission.
- E. The commission members shall not receive any salary or other compensation for services rendered on the commission, but necessary expenses actually incurred and within the budget as set by the annual budget ordinance shall be paid.
- F. The Lacey City Council adopted an Advisory Board Stipend Program aimed at reducing barriers to participation in government and increasing representation on the City's Advisory Boards. Human Services Commission Members will have the option to opt-in to this program.

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

A. Initial terms appointed in 2025 for Commissioner positions One (1), Two (2), and Three (3) will be appointed until 2027.

B. Initial terms appointed in 2025 for Commissioner positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2028. All subsequent terms will be appointed on a three-year cycle.

H. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. The members shall be selected without respect to political affiliations. The general commissioners may request the resignation of a general and/or youth member who has three or more unexcused absences at regular meetings in a calendar year.

I. General or youth members may be removed from the commission prior to the expiration of their term of office by the mayor with approval of the city council, pursuant to the city of Lacey policy procedure manual and boards and commissions standards, protocols, and ground rules handbook

2.35.040 Organization --- Records

A. The commission shall select its own chairperson from within its membership and may create such other offices as it may deem necessary and shall adopt all necessary rules for the transaction of its business and the keeping of its own records. A recording secretary shall also be appointed from within its membership or from city of Lacey staff.

B. An accurate record shall be kept of the proceedings of all meetings. These records shall be public and a copy thereof shall be transmitted to the city clerk after each meeting.

2.35.050 Commission Duties and Responsibilities

The commission shall have the power and it shall be its duty, subject to such rules and regulations as may from time to time be prescribed by ordinance to:

- A. Identify and make recommendations on human service needs; and
- B. Review and make recommendations on human services related policies; and
- C. Review human services grant applications and make recommendations for the distribution of human services grant funds.

Section 2. This Ordinance shall take effect five (5) days after its passage and publication as provided by law.

Section 3. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make corrections to this ordinance including, but not limited to, the corrections of scrivener's/clerical errors, references, ordinance numbering, section/subsection number and any references thereto.

Section 5. The summary attached is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this
____ day of December, 2024.

By: _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Published: ____ December, 2024 CITY COUNCIL

SUMMARY FOR PUBLICATION

ORDINANCE NO1667

CITY OF LACEY

The City Council of Lacey, Washington passed on December __, 2024, Ordinance No. 1667, entitled "AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON ESTABLISHING A HUMAN SERVICES COMMISSION TO IDENTIFY HUMAN SERVICE NEEDS, REVIEW DRAFT HUMAN SERVICES POLICIES, AND MAKE RECOMMENDATIONS FOR HUMAN SERVICES FUNDING ADDING A NEW CHAPTER 2.35 TO THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION."

The main points of the Ordinance are described as follows:

1. The Ordinance adds a new chapter 2.35 to the Lacey Municipal Code establishing a Human Services Commission.
2. The Ordinance approves this summary for Publication.

A copy of the full text of this Ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

Published: December __, 2024