



COMMISSION ON EQUITY AGENDA

APRIL 24, 2023

5:30 P.M.

IN-PERSON & REMOTE ATTENDANCE

In-person attendance: Lacey City Council Chambers, 420 College St SE, Lacey WA 98503

Remote attendance: You may view and/or provide public comment at the Commission on Equity meeting by watching live on Zoom.

(https://us02web.zoom.us/webinar/register/WN_9CYhxo7GTXYJI7kBKJgvlw)

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

(888) 788-0099 or **(877) 853-5247** - when prompted enter **Webinar ID**

press #: 865 5011 3528 (*participant ID not required*)

Watch live or as a recording on YouTube. (<https://www.youtube.com/watch?v=WIhMRe7g2Kg>)

CALL TO ORDER: 5:30 P.M.

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

- Approval of Agenda
- [Meeting Minutes from March 27, 2023](#)
- [Meeting Minutes from the Joint meeting with the Parks, Culture and Recreation Board from January 25, 2023](#)

2. Public Comment

In-person – Lacey Council Chambers

By Zoom – Please raise your hand to provide public comment.

By Phone – Please press *9

By E-mail – Written Public Comment may be submitted to the Commission on Equity by emailing COE@ci.lacey.wa.us. All comments provided by email must be submitted by 12:00 p.m. on the day of the meeting.

3. Inspirational Item

Commissioner Makeida Hart

4. Business Items:

A. [Parks, Culture, and Recreation Events Overview](#)

Jeanette Sieler, Recreation Supervisor

B. [Advisory Board Stipend Program](#)

Shannon Kelley-Fong, Assistant City Manager

5. Commissioner Reports

A. Juneteenth Event

Chair Cliff Brown

B. LGBTQIA+ Community Forum

Vice Chair Clay, Commissioner Hegwood, and Commissioner Hart

6. Director Report

A. Community Forum and Community Engagement Follow-up

7. Adjourn

Next Meetings & Events:

- **Thurston League of Women Voters Equity Commission Panel** – April 26, 2023 – 6:00 p.m., Olympia Center Room #101 & 102
- **Commission on Equity Meeting** – May 22, 2023 - 5:30 p.m. at City Hall or remote.
- **LGBTQIA+ Community Forum** – May / June 2023, TBD

**MINUTES OF LACEY COMMISSION ON EQUITY,
MONDAY, MARCH 27, 2023
In Person & Remote**

EQUITY COMMISSIONERS PRESENT: Chair Cliff Brown, Vice Chair Annie Clay, Thelma Jackson, Kristine Stolberg, Jon Hegwood, Alanis Blackburn

EQUITY COMMISSIONERS ABSENT: Makieda Hart, Kim Sauer

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Jen Burbidge, Director of Parks, Culture and Recreation; Sarah Smith, Executive Assistant of Parks, Culture and Recreation; Sadie Siglin, Management Analyst

RECORDING: <https://www.youtube.com/watch?v=9BBdp3sqwIQ>

CALL TO ORDER:

Chair Brown called the meeting to order at 5:40 p.m.

1. APPROVAL OF AGENDA AND CONSENT AGENDA:

Approval of the Consent Agenda:

- Approval of Agenda
- Meeting Minutes from February 27, 2023
- Meeting Minutes from March 21, 2023 (Black and African American Community Forum)

COMMISSIONER JACKSON MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA WITH THE AMENDED MEETING MINUTES FROM MARCH 21, 2023 TO INCLUDE A LINK TO THE STAFF REPORT ON THE BLACK AND AFRICAN AMERICAN COMMUNITY FORUM. VICE CHAIR CLAY SECONDED. MOTION CARRIED.

The Commission discussed identifying a way to publicly provide details on the community forum and other feedback received from the community during engagement events.

2. PUBLIC COMMENT:

Virtual – No Public Comment

In-person – No Public Comment

Written Public Comments - The deadline to submit written public comments was 12:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record. There were three (3) written public comments.

3. INSPIRATIONAL ITEM:

Commissioner Hart did not attend the meeting. Commissioner Blackburn read a poem they wrote for the Langston Hughes Poetry Event about being the best version of yourself.

4. BUSINESS ITEMS:

A. Scholarship Policy Review

Jen Burbidge, Director of Parks, Culture, and Recreation. and Sarah Smith, Executive Assistant of Parks, Culture, and Recreation, provided a review of the draft updates to the Scholarship Policy. Discussion ensued.

B. Cultural Celebration Review

Sadie Siglin, Management Analyst, provided an update on the Cultural Celebration held on March 4, 2023. Discussion ensued.

C. Black and African American Community Forum Review

Chair Brown discussed the Black and African American Community Forum engagement activity held on March 21, 2023. Discussion ensued.

ACM Kelley-Fong provided an overview of the Black and African American Community Forum. Discussion ensued. ACM Kelley-Fong to return to a future meeting with more information on potential next steps for discussion. Staff will also collaborate with the Parks, Culture, and Recreation Department on scheduling additional information on City sponsored events, including vendors and performers.

4. COMMISSIONER REPORTS:

A. Juneteenth Planning Update

Chair Brown provided an update of the Juneteenth event planning meeting with the Fred U. Harris Lodge. The meeting included discussion surrounding communication efforts, potential invitees, information booths, volunteers, and live performances.

5. DIRECTOR REPORT:

A. Advisory Board Compensation Update

ACM Kelley-Fong provided an update on the Advisory Board Compensation project. Next steps include compiling information gathered from the various boards and commissions and bringing recommendations to the Commission at the next meeting.

B. 2023 Utility Wrap Project Update

ACM Kelley-Fong provided an update on the 2023 Utility Wrap Project. The Historical Commission supported the individuals and organizations identified for this project, including the addition of Barbara O'Neill.

C. Thurston League of Women Voters Equity Commission Panel

Thurston County League of Women Voters will be holding a county-wide discussion forum on April 26, 2023. ACM Kelley-Fong, Chair Brown, and Commissioner Jackson will be on the panel for the Thurston County League of Women Voters. The meeting will be held at 6:00 pm on April 26, 2023, at The Olympia Center, at 222 Columbia St NW, Olympia, in Rooms 101 and 102.

6. ADJOURN

Chair Brown adjourned the meeting at 8:00 p.m.

PARKS, CULTURE & RECREATION BOARD / COMMISSION ON EQUITY

JOINT MEETING

Wednesday, January 25, 2023 5:30 p.m., via Zoom & City Hall

Present:

PARKS BOARD: Kamber Good, Wendy Goodwin, Gary Larson, and Aram Wheeler.

COMMISSION ON EQUITY: Alanis Blackburn, Cliff Brown, Anne Clay, Thelma Jackson, and Kim Sauer (*joined 5:36 p.m.*).

Excused:

Staff: Jen Burbidge, Sue Falash, Shannon Kelley-Fong, Sarah Smith, and Jeannette Sieler.

The meeting was called to order at 5:34 p.m., by Chair Cliff Brown.

Recording:

Additions or Deletions to the Agenda

Commissioner Jackson made a motion to approve the agenda as written and Vice Chair Clay seconded. Motion carried.

Announcement & Introductions

Introductions were made for Commissioners and City Staff.

Public Comments

Chair Brown acknowledged all written public comments were received by the Commissioners. No additional public comments were made.

Corporate Sponsorship Policy Discussion

The two boards discussed changes to the Corporate Sponsorship Policy.

Commissioner Blackburn made a motion to approve the Lacey Parks, Culture & Recreation Sponsorship and Naming Rights and City Council Policy 10.16 as amended and Vice Chair Clay seconded. Motion carried.

Chair Goodwin made a motion to approve the Lacey Parks, Culture & Recreation Sponsorship and Naming Rights and City Council Policy 10.16 as amended and Commissioner Wheeler seconded. Motion carried.

Adjourned

6:59 p.m.

Lacey Children's Day Application - 2022

Lacey Children's Day is a place for kids of all ages to participate in a kaleidoscope of activities, games and crafts. We invite your organization to participate in this year's Lacey Children's Day, located at Huntamer Park.

Just complete this application and return it to:
Lacey Children's Day, 420 College St SE, Lacey WA, 98503
Questions? Please call Lacey Parks, Culture and Recreation at (360) 491-0857.

Application (Please print)

Business/Organization Name: _____ E-mail: _____

Contact Person: _____ Daytime Phone: (____) _____ Evening Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Have you participated in Children's day before? () Yes () No

Organization's activity, game, or craft proposal:

Additional Comments: _____

Lacey Children's Day Checklist

How much space does your organization/proposal require? 10x10 _____ 10x20 _____ Other _____

I acknowledge that vendors are responsible for providing their own tent/canopy, table, and chairs: (initial) _____

Do you need electricity? () Yes () No

Power (110 v only) is available but limited to certain locations within Children's Day. It will be granted on a first-come, first-served basis. If you need electricity, please turn in your application as soon as possible. **Booths needing power will also need to bring their own power cords.** Use of electricity during the event is free.

Lacey Children's Day Policy

All booths within Lacey Children's Day shall include giveaways, crafts, activities or prizes for kids. Lacey Children's Day activities are free to the public. Selling items or soliciting for donations is prohibited. All booths may begin set-up between 9:00am - 10:00am October 1, 2022, and should be ready to go by 10:30am. Lacey Children's Day participants are responsible for making their space/booths and tables attractive and inviting (i.e., decorative items, skirting/covers for tables, etc.). We suggest aligning your booth to the theme (Go Wild!), but that is not a requirement. A banner is also required for each booth, identifying your organization/activity. **IMPORTANT: The success of Lacey Children's Day depends on all booths remaining open for the entire event. By agreeing to participate, you have committed to staffing your booth and offering either a game, craft, or activity for the entire event beginning on Saturday, October 1, 2022, 11:00am to 2:00pm (rain or shine!). Failure to provide adequate staffing for the event, or adhere to Lacey Children's Day Policy requirements, will cause reconsideration of your organization's participation in future events.**

Deadline

Your completed application must be received by ***Friday, September 16, 2022** to participate in Lacey Children's Day. Space is limited, so get your application in early!
You can email applications to events@ci.lacey.wa.us

Indemnification and Agreement

I (we) understand that Lacey Children's Day is considered a **"FREE"** activity area and prohibits selling and/or soliciting of donations of any kind. I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against Lacey Children's Day, The City of Lacey, Timberland Regional Library, NTPS, Chick-fil-A, Little Gym, all other sponsors and partner organizations, their representatives, successors and assignors for any and all injuries suffered by us or any of us at the Lacey Children's Day.

Name: _____ Date: _____ Signature: _____

(Please print)

(Application must be signed to be accepted)

LACEY CHILDREN'S DAY

Saturday
Oct. 1, 2022
11:00am to 2:00pm

Presented By
 Lacey

At Huntamer Park in Lacey
(618 Woodland Square Loop SE)

Sponsored by:
Little Gym & Friends of the
Lacey Timberland Regional Library

In Partnership with:
North Thurston Public Schools



The objectives of Children's Day are to build community pride and identity and to provide an annual event that offers fun activities and educational opportunities for families and children of all ages. In view of these objectives, booths and/or space will not be made available to groups or individuals for the purpose of advocating a particular political, social or religious point of view. In the conduct of the festival, individuals will not be allowed to solicit outside of established booths and/or space for purpose of monetary gain, or for the advocacy of a particular political, social or religious point of view.

2023 Cultural Celebration Performance Application

Saturday March 4, 2023, 10am - 6pm, Saint Martin's University

The mission of the Cultural Celebration is to share the traditions of our various ancestries/cultures/heritage in a positive and cohesive manner. Application acceptance will be based on available space and adherence to the mission of the event. Because the Cultural Celebration is focused on cultural traditions, groups that are predominantly and/or overtly religious, political in nature or not promoting positive cultural connections will not be accepted.

NAME OF GROUP OR PERFORMER: _____

COUNTRY/CULTURE REPRESENTED: _____

TYPE OF PERFORMANCE (Song/Dance/Drumming Etc...): _____

MAX NUMBER OF PEOPLE THAT WILL BE ON STAGE AT ONE TIME: _____

CONTACT PERSON: _____

EMAIL: _____ DAY PHONE: _____ CELL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

By sharing your talent with the community, the Lacey Parks, Culture, & Recreation Department is able to offer this FREE festival to the community!

Your commitment to this beloved celebration is appreciated. Each performing group will be allowed to sell their merchandise during and immediately after their performance. Each group will also be allowed to have a booth during the entire event.

Groups must fill out a separate application for booth space.

INTRODUCTION: On the reverse of this sheet or on a separate attachment, briefly describe what you will be performing, the history of the performance style, and any meaning or stories told through the performance.

STAGE, PERFORMANCE TIME, & SOUND NEEDS

There are two stages, and sound systems are provided. On the back side of this form you will find a diagram for your stage plot. **We will endeavor to provide equal opportunity for all groups on all stages, as best we can, keeping in mind group and audience sizes.** Performances are 25 minutes in length with 5 minutes between performances in the Pavilion.

Any time you CANNOT perform (please note)? _____

What time do you prefer to perform (10am-5:30 pm)? _____ 1st choice _____ 2nd choice _____ Any time

Please choose the smallest sized stage that will accommodate your group: 12 X 32 OR 18 X 32

What will you perform to? _____ Live music _____ Ipad/Cell Phone _____ Other

Please deliver Music to event Sound Tech 30 minutes prior to your performance on the day of the event with specific instructions on tracks to be played, length of music, pauses, etc...

This document is considered a contract and I agree to adhere by the City of Lacey, St. Martin's University and the event's policies and procedures. Application must be signed to be accepted (see reverse side).

APPLICATION DEADLINE: January 27, 2023
Selection process completed and performers notified by February 3, 2023.

Please return to:



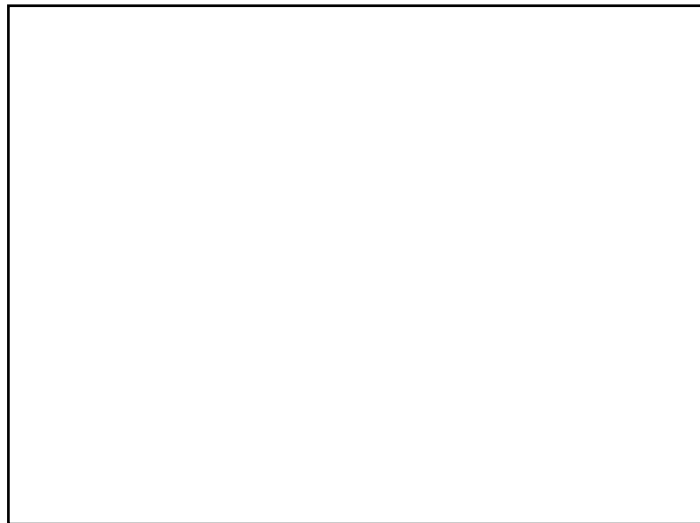
Attn: Lacey Cultural Celebration
Lacey Parks, Culture & Recreation
420 College St SE Lacey WA 98503

Phone: 360.491.0857
Email: Events@ci.lacey.wa.us



STAGE PLOT

STAGE RIGHT



of Vocal Mics _____

of Line Inputs _____

of Electrical Outlets _____

of Instrument Mics _____

of Floor Monitors _____

AUDIENCE

Please draw microphone, monitor, chair, etc. configurations for your needs. Include boom or straight stands plus direct-ins.

Website or Social Media Links where more information can be found?

Introduction information:

*I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against the City of Lacey, Saint Martin's University, Sponsors, and their representatives, successors, and assignors for any and all injuries suffered by us or any of us at the Cultural Celebration. I (we) grant the City of Lacey permission to use and publish my or my child's photograph for promotional, marketing and editorial purposes in print and electronic media. No financial or other liability to me will be incurred by the City or the photographer. **This document is considered a contract and I agree to adhere by the City of Lacey, Saint Martin's University and the event's policies and procedures. Application must be signed to be accepted.***

Signature: _____

Date: _____

2023 Cultural Celebration Resource Application

Saturday March 4, 2023, 10am - 6pm, Saint Martin's University

The mission of the Cultural Celebration is to share the traditions of our various ancestries/cultures/heritage in a positive and cohesive manner. Application acceptance will be based on available space and adherence to the mission of the event. Because the Cultural Celebration is focused on cultural traditions, groups that are predominantly and/or overtly religious, political in nature or not promoting positive cultural connections will not be accepted.

HOSTING AN INFORMATION/RESOURCE/ACTIVITY BOOTH

8X10

8X20

DOING A DEMONSTRATION ON STAGE IN THE WORTHINGTON

BOOTH SPECIFICS

Booth spaces are indoors. Spaces are 8 ft. deep and 10 ft. wide, if other area is needed, please specify for consideration.

Event provides pipe & drape with back curtain and low side dividers between booths. No tents/canopies allowed inside.

Groups must provide their own tables and chairs along with banner or signage for their organization.

NAME OF GROUP: _____

COUNTRY/CULTURE REPRESENTED: _____

CONTACT PERSON: _____

EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: _____ CELL PHONE: _____

Groups are encouraged to have informative displays and/or hands-on childrens activities at their Information Table.

What activity or display will you provide? _____

Do you need electricity? Y / N Power is limited and available first come, first served.

Any other logistical considerations? _____

I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against the City of Lacey, Saint Martin's University, Sponsors, and their representatives, successors, and assignors for any and all injuries suffered by us or any of us at the Cultural Celebration. I (we) grant the City of Lacey permission to use and publish my or my child's photograph for promotional, marketing and editorial purposes in print and electronic media.

No financial or other liability to me will be incurred by the City or the photographer.

This document is considered a contract and I agree to adhere by the City of Lacey, Saint Martin's University and the event's policies and procedures.

Signature _____

Date _____

APPLICATION DEADLINE: February 10, 2023

Please return to:



Attn: Lacey Cultural Celebration
Lacey Parks, Culture & Recreation
420 College St SE Lacey, WA 98503

Phone: 360.491.0857
Email: Events@ci.lacey.wa.us



LACEY PARKS
CULTURE & RECREATION

2023 Cultural Celebration Application

Saturday March 4, 2023, 10am - 6pm, Saint Martin's University

Cultural Resource groups cannot sell items, collect donations, or promote a business. If you desire to sell or promote a business, please complete a vendor application. Please note that helium balloons and paint are not permitted inside Saint Martin's.

NAME OF GROUP/ORGANIZATION: _____

COUNTRY/CULTURE REPRESENTED: _____

Please describe why your group would be a good fit for our Cultural Celebration?

How does the information you are sharing reflect/represent a Culture.

Website or Social Media Links where more information can be found?

If accepted, you will be notified within a week of submitting your application.

Please return to:



Attn: Lacey Cultural Celebration
Lacey Parks, Culture & Recreation
420 College St SE Lacey, WA 98503

Phone: 360.491.0857
Email: Events@ci.lacey.wa.us



2023 Cultural Celebration Vendor Application

Saturday March 4, 2023 10am - 6pm, Saint Martin's University

The mission of the Cultural Celebration is to share the traditions of our various ancestries in a positive and cohesive manner. Vendors must represent a culture or products must be culturally appropriate. Application acceptance will be based on available space and adherence to the mission of the event. Because the Cultural Celebration is focused on cultural traditions, groups that are predominantly and/or overtly religious, political in nature or not promoting positive cultural connections will not be accepted.

NAME OF GROUP: _____

WHAT COUNTRY/CULTURE DO YOUR PRODUCTS REPRESENT: _____

CONTACT PERSON: _____

EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: _____ CELL PHONE: _____

BOOTH SPECIFICS

Booth spaces are indoors (unless specified for some food vendors). Event provides pipe & drape with back curtain and low side dividers between booths. Spaces are 8 ft deep and either 10 or 20 ft wide. If other area is needed, please specify for consideration.

No tents/canopies allowed inside. **Vendors must provide their own tables and chairs along with banner for their business.**

ARTS & CRAFTS/COMMERCIAL VENDOR _____ 8x10 (\$50) _____ 8x20 (\$100) _____

What type of product does your business sell? _____

Do you need electricity? Y / N Logistical considerations? _____

FOOD VENDOR _____ 8x10 (\$100) _____ 8x20 (\$150) _____ Food Truck* (\$100) _____

Type of food? _____ *Food trucks will be located outside

Would you like to serve outside? Y N Do you require access to power? Y N I have a generator

Amount of Electricity Needed? 110 outlets/20amps? _____

Please provide your set up/space needs on the back of this form.

If approved, food vendors must obtain a Thurston County Health Department permit, provide a certificate of liability insurance, and have a 40B:C Fire Extinguisher on site at the event (if cooking)

I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against the City of Lacey, Saint Martin's University, Sponsors, and their representatives, successors, and assignors for any and all injuries suffered by us or any of us at the Cultural Celebration. I (we) grant the City of Lacey permission to use and publish my or my child's photograph for promotional, marketing and editorial purposes in print and electronic media. No financial or other liability to me will be incurred by the City or the photographer. I (we) further agree and understand that all applications accepted and processed for participation are nonrefundable. This document is considered a contract and I agree to adhere by the City of Lacey, Saint Martin's University and the event's policies and procedures.

Signature: _____

Date: _____

APPLICATION DEADLINE: February 10, 2023

Please return to:



Attn: Lacey Cultural Celebration
Lacey Parks, Culture & Recreation
420 College St SE Lacey, WA 98503

Phone: 360.491.0857
Email: Events@ci.lacey.wa.us



2023 Cultural Celebration Application

Saturday March 4, 2023, 10am - 6pm, Saint Martin's University

NAME OF GROUP/ORGANIZATION: _____

COUNTRY/CULTURE REPRESENTED: _____

Please describe why your group/business would be a good fit for our Cultural Celebration?

How does the information you are sharing or items you are selling reflect/represent a Culture.

You may include photos of your merchandise or handout examples.

Food Vendors: Please describe your set up/space requirements and electricity needs.

Website or Social Media Links where more information can be found?

If accepted, you will be notified via email within a week of submitting your application with request for payment either by phone via credit card or mailed check made out to Lacey Parks.

Please return to:



Attn: Lacey Cultural Celebration
Lacey Parks, Culture & Recreation
420 College St SE Lacey, WA 98503

Phone: 360.491.0857
Email: Events@ci.lacey.wa.us



LACEY SPRING FUN FAIR

Artisan Vendor Application - 2023

Application (Please print)

Business/Organization Name: _____ E-mail: _____
Contact Person: _____ Phone: (____) _____ Cell Phone: (____) _____
Address: _____ City: _____ State: _____ Zip: _____
Website: _____ Facebook: _____ Instagram: _____

Description of your craft items including products, price range, and describe how it is at least 75% created by you:

Email photos of your products to events@ci.lacey.wa.us noting your booth name.

Festival and event experience:

Family friendly products only. No tobacco, or CBD products, including e-cigarettes and other smoking paraphernalia. Fun Fair reserves the right to exclude selling of questionable items and to review products via photo prior to approval. All artisan vendor products must be at least 75% created by the applicant.

Fees: Vendors must be licensed and/or possess permit from the Department of Revenue.

Desired booth space: 10' x 10' () \$150 by 3/6/23 () \$200 after 3/6/23 () \$225 after 4/21/23
20' x 10' () \$275 by 3/6/23 () \$375 after 3/6/23 () \$425 after 4/21/23

Do you need electricity? () Yes () No A **\$25 fee** is required for access to electricity, power is limited to first come first served applications. Please note how many 110 outlets needed: _____

Do you plan a demonstration at your booth? () Yes () No

Note: demonstrations must be quiet, smokeless, and free of debris. Demonstrations with food require Dept. of Health certification. Please contact the Thurston County Health Department at (360) 786-5590.

Please Review and Check/Initial all lines

____ I confirm that the items I'm selling were created by me. Vendor agrees to accept full responsibility for the quality of any and all goods sold by the vendor and the vendor's organization at Lacey Spring Fun Fair

____ Vendor must be licensed and/or possess permit from the Department of Revenue and provide a Certificate of Insurance for public liability coverage of not less than \$1,000,000.00 per occurrence for bodily injury and property damage liability. Federal, state, city, county, and local school districts are exempt from the COI requirement, due to agency insurance.

____ Vendor must provide tables & chairs for their booth space(s) along with a tent/canopy with weights (booths are on pavement, no stakes), sides are highly encouraged to leave items throughout the weekend. Booth space is OUTSIDE and vendors are responsible for their own protection from the weather.

____ If vendor has paid for power, bring a 100' extension cord(s). Vendor agrees to remove all garbage & debris on Saturday night and at the end of the event. (NOTE: dumpsters/cardboard recycle are provided on site, staff will notify vendors of location)

____ Vendor agrees to be open during all fair hours on both days of the fair.

I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against the City of Lacey, Lacey Spring Fun Fair, Saint Martin's University, Sponsors, and their representatives, successors, and assignors for any and all injuries suffered by us or any of us at the Lacey Spring Fun Fair. I (we) grant the City of Lacey permission to use and publish my or my child's photograph for promotional, marketing and editorial purposes in print and electronic media. No financial or other liability to me will be incurred by the City or the photographer. I (we) further agree and understand that all vendor spaces are located outside and that all applications accepted and processed for participation are nonrefundable.

Name: _____ (Please print) Date: _____ Signature: _____
(Application must be signed to be accepted)

Booth Cost: _____ **Power Fee (if requested)** _____ **Total amount included with application \$** _____

LACEY SPRING FUN FAIR

Commercial Vendor Application - 2023

Application (Please print)

Business/Organization Name: _____ E-mail: _____

Contact Person: _____ Phone: (____) _____ Cell Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Website: _____ Facebook: _____ Instagram: _____

Contact person who will be on site at event: Name: _____ Cell Phone: _____

Description of your products including price range.

Email photos of your products to events@ci.lacey.wa.us noting your booth name.

Festival and event experience:

Family friendly products only. No tobacco, or CBD products, including e-cigarettes and other smoking paraphernalia.
Fun Fair reserves the right to exclude selling of questionable items.

Fees: Vendors must be licensed and/or possess permit from the Department of Revenue. Once accepted you will be notified by email with payment due in 10 days from notification. Space may be forfeited if payment is not received in a timely manner.

Desired booth space: **10' x 10'** () \$200 by 3/6/23 () \$250 after 3/6/23 () \$275 after 4/21/23
20' x 10' () \$375 by 3/6/23 () \$475 after 3/6/23 () \$525 after 4/21/23

Do you need electricity? () Yes () No A **\$25 fee** is required for access to electricity, power is limited to first come first served applications. Please note how many 110 outlets needed:

Do you plan a demonstration at your booth? () Yes () No

Note: demonstrations must be quiet, smokeless, and free of debris. Demonstrations with food require Dept. of Health certification. Please contact the Thurston County Health Department at (360) 786-5590.

Please Review and Check/Initial all lines

____ Vendor agrees to accept full responsibility for the quality of any and all goods sold by the vendor and the vendor's organization at Lacey Spring Fun Fair.

____ Vendor must be licensed and/or possess permit from the Department of Revenue and provide a Certificate of Insurance for public liability coverage of not less than \$1,000,000.00 per occurrence for bodily injury and property damage liability. Federal, state, city, county, and local school districts are exempt from the COI requirement, due to agency insurance.

____ Vendor must provide tables & chairs for their booth space(s) along with a tent/canopy with weights (booths are on pavement, no stakes), sides are highly encouraged to leave items throughout the weekend. Booth space is OUTSIDE and vendors are responsible for their own protection from the weather.

____ If vendor has paid for power, bring a 100' extension cord(s). Vendor agrees to remove all garbage & debris on Saturday night and at the end of the event. (NOTE: dumpsters/cardboard recycle are provided on site, staff will notify vendors of location)

____ Vendor agrees to be open during all fair hours on both days of the fair.

I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against the City of Lacey, Lacey Spring Fun Fair, Saint Martin's University, Sponsors, and their representatives, successors, and assignors for any and all injuries suffered by us or any of us at the Lacey Spring Fun Fair. I (we) grant the City of Lacey permission to use and publish my or my child's photograph for promotional, marketing and editorial purposes in print and electronic media. No financial or other liability to me will be incurred by the City or the photographer. I (we) further agree and understand that all vendor spaces are located outside and that all applications accepted and processed for participation are nonrefundable.

Name: _____ Date: _____ Signature: _____
(Please print) (Application must be signed to be accepted)

Booth Cost: _____ **Power Fee (if requested)** _____ **Total amount included with application \$** _____

LACEY SPRING FUN FAIR

Food Vendor Application-2023

Saturday, May 20, 10 am -6 pm & Sunday, May 21, 11 am -5 pm

Vendor Fees (non refundable): On or before March 6, 2023: \$200.00 After March 6, 2023: \$275.00

Plus 10% gross Fun Fair sales payable at close of event.

Note: Payment is due upon acceptance. Acceptance after March 6 based on space and item availability

Deposit (refundable): To assure prompt arrival and clean-up: \$100

Deadline: To be considered as a food vendor for Fun Fair, your completed application, plus your menu/price list must be received by 5:00pm on March 6, 2023 to receive the reduced fee amount. All applications will be reviewed after March 6 to assure best variety of menu options. You will be notified either way. If approved, (first round after March 6) please send your check, PAYABLE TO LACEY PARKS, or call with credit card for fee & deposit within 10 days of notification of acceptance.

Application (Please print)

Business/Organization Name: _____ E-mail: _____

Contact Person: _____ Cell Phone: (____) _____ Other Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Attach complete menu, including price range. ALL ITEMS MUST BE APPROVED PRIOR TO THE EVENT.

Social Media Sites (Website/Facebook/Instagram): _____

Size of booth: Width _____ Length _____

Is your booth a trailer? () Yes () No Food Truck If yes or Food Truck: Width _____ Length (including tongue): _____

Which side of the trailer do you serve from? () Driver's Side () Passenger Side () Front and/or Back

Will you be barbecuing or cooking with an open flame? () Yes () No **Do you need electricity?** () Yes () No

Electricity Needs: Number of 110 volt, 20 amp circuits needed: _____; Number of 220 volt circuits needed: _____;

Total booth amperage draw: _____ amps I have a generator (must be 70 DCB or less)

Please Review and Initial

_____ Vendors must be licensed and/or possess a permit from the Department of Revenue. Food vendors are required to have Thurston County Health Department certification and display all appropriate permits in accordance with Health Department regulations in a conspicuous area. **Please provide a Certificate of Insurance for public liability coverage of not less than \$1,000,000.00 per occurrence for bodily injury and property damage liability.**
**State, city, county and local school districts are exempt from the Certificate of Insurance requirement. It is understood the above listed agencies are insured through their respective agency.*

_____ Lacey Spring Fun Fair will provide access to water and dumpsters. Electricity will be provided based on information included on this application. No vendor shall assign or sub-lease any part of their concession or vendor will forfeit any and all rights to booth space. Vendors must supply booth, cooking equipment, and displays. Lacey Spring Fun Fair provides picnic tables for general customer seating.

_____ **Booths will be set-up the day before the fair opens. ALL DELIVERY VEHICLES REMOVED FROM THE VENDOR AREA EACH DAY, ONE HOUR BEFORE THE FAIR OPENS. All booth space is OUTSIDE and vendors are responsible for their own protection from weather.**

_____ All food vendors with cooking equipment must have 40B:C fire extinguishers. All extinguishers must have been serviced within one year of event. All hoods must have been cleaned within the last 6 months. Type 1 hood extinguishing systems must have been serviced within the last 6 months.

_____ A refuse container of adequate capacity must be present in the concession and its contents properly disposed of each evening. Food service establishment owners shall dispose of all liquid waste including gray water, mop water and ice melt into an approved on-site sewage disposal system; or in another manner approved by the health officer.

_____ **Vendors not conforming with any of the above requirements will be asked to remove concession from the area immediately.**

Indemnification and Agreement

The Vendor agrees to accept full responsibility for the quality of any and all goods sold by the vendor and the vendor's organization at the 2023 Lacey Spring Fun Fair. Vendor agrees to be open during all fair hours on both days of fair. Vendor understands deposit will be forfeited for late arrival or space not clean at end of event. I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against the City of Lacey, Lacey Spring Fun Fair, Saint Martin's University, Sponsors, and their representatives, successors, and assignors for any and all injuries suffered by us or any of us at the Lacey Spring Fun Fair. I (we) grant the City of Lacey permission to use and publish my or my child's photograph for promotional, marketing and editorial purposes in print and electronic media. No financial or other liability to me will be incurred by the City or the photographer. I (we) further agree and understand that all vendor spaces are located outside and that all applications accepted and processed for participation are nonrefundable.

Name: _____ Date: _____ Signature: _____

LACEY SPRING FUN FAIR

Kids' World Application-2023

Saturday, May 20, 10 am - 6 pm & Sunday, May 21, 11 am - 5 pm

Lacey Spring Fun Fair's Kids' World is a place for kids of all ages to participate in a kaleidoscope of activities, games and crafts. We invite your organization to participate in this year's Kids' World, located indoors at Saint Martin's University. Questions? Please call (360) 742-9957

Application (Please print)

Business/Organization Name: _____ E-mail: _____

Contact Person: _____ Daytime Phone: (____) _____ Evening Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Organization's activity, game, or craft proposal: _____

KIDS' WORLD FEES: Tax Exempt/5013C: _____ \$25 (8' x 10') _____ \$50 (8' x 20') _____ \$25 (Outdoor Space)

Business/For Profit: _____ \$50 (8' x 10'); _____ \$100 (8' x 20') _____ \$25 (Outdoor Space)

Indoor Booths will come with rear skirting to all approved participants.

Please submit check payable to Lacey Parks, Culture & Recreation with your application. (Fees offset cost of pipe and drape)

MAIL TO: Lacey Parks, Culture & Recreation, 420 College St SE, Lacey WA, 98503

If your organization needs an outside space, please describe here: _____

Do you need electricity? () Yes () No How many outlets? _____ **Power (110v only) is available but limited to certain locations within Kids' World.** It will be granted on a first-come, first-served basis. **If you need electricity, please turn in your application as soon as possible.** Booths needing power will also need to bring their own extension/power cords. **Note: Power is not available outside for Kids' World**

Kids' World Policies

Please review, check/initial:

____ All Kids' World booths shall include games, activities, giveaways, crafts, or prizes for kids and I confirm our activity/giveaways align with the objectives of Lacey Spring Fun Fair as stated on this application. A banner/sign identifying your organization is required and no helium balloons shall be given out.

____ Kids' World activities are FREE to the public, selling items or services or soliciting for donations is prohibited. Participants must provide their own tables & chairs, no tents/canopies or helium balloons inside. Outside Kids' World must provide tent/canopy with weights (on pavement, no stakes).

____ All booths shall be set-up between 3-5pm on Friday or 8-9:30am Saturday and be ready for families by 10am. By agreeing to participate, you have committed to staffing your booth for the entire event.

____ Organization is responsible for cleaning and emptying ALL trash and items from your booth area at event closing. (Dumpsters & cardboard recycle provide on site by fun fair).

Failure to provide adequate staffing for the event, or to adhere to Kids' World Policy requirements, will cause forfeiture of your organization's participation in future Lacey Spring Fun Fairs.

Indemnification and Agreement

I (we) understand that Kids' World is considered a "FREE" activity area and prohibits selling and/or soliciting of donations of any kind. I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against Lacey Spring Fun Fair, Saint Martin's University, City of Lacey, or Sponsors, their representatives, successors and assignors for any and all injuries suffered by us or any of us at the Lacey Spring Fun Fair. I (we) and our heirs, executors, and administration agree to the *recording, broadcasting, and photographing* of my (our) booth/activities at the Lacey Spring Fun Fair for use by the groups previously mentioned for public information, advertising, and fundraising purposes. I (we) further agree and understand that if I (we) fail to meet the conditions as outlined in the paragraphs titled 'Kids' World Policies' and 'Deadline' our participation in future Lacey Spring Fun Fair events could be jeopardized.

Name: _____ Date: _____ Signature: _____

(Please print)

(Application must be signed to be accepted)



LACEY COMMISSION ON EQUITY
April 24, 2023

SUBJECT: **Advisory Board Compensation Update**

RECOMMENDATION: **Review the draft Advisory Board Stipend Program.**

Motion to move the Advisory Board Stipend Program to the Lacey City Council for consideration.

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

ATTACHMENTS: None

PRIOR REVIEW: Commission on Equity – 01/23/2023
Planning Commission – 02/21/2023
Parks, Culture, and Recreation Board – 03/01/2023
Historical Board – 03/15/2023
Lacey Youth Council – 03/16/2023

FISCAL IMPACT: \$20,000 to \$45,000 to implement depending on the number of ad hoc boards and program participants.

2023 WORKPLAN: Q1 – 5 “Research and review potential compensation opportunities for advisory body members; create a recommendation for the Lacey City Council.”

BACKGROUND: City staff presented general information on Advisory Board Stipend Programs to the Commission on Equity (“COE”) on [January 23, 2023](#). For a full overview of Advisory Board Stipend Programs please see the Staff Report entitled, [“Advisory Board Compensation & Demographic Data”](#) from that meeting.

During this presentation, the COE reviewed the City’s advisory board structure, advisory board meeting frequencies, advisory board meeting durations (including actuals meeting times from 2022), and discussed what a stipend program is and how other jurisdictions are using these types of programs to try to reduce barriers to participation in government policy. This overview included information on potential stipend amounts, advisory board applications, and examples of stipend programs from other jurisdictions, including the cities of Olympia, WA, Durham, NC, and Bend, OR. At this meeting, the COE recommended presenting this information to other City of Lacey (“City”)

advisory boards to get their input and feedback on a possible Advisory Board Stipend Program at the City. Over the next two months, City staff presented information on a potential Advisory Board Stipend Program to the City's Planning Commission, Parks, Culture and Recreation Board, Historical Board, and Lacey Youth Council.

In brief, feedback from these presentations included:

- Several advisory board members commented that they served on boards because they wanted to help the community, not because of a stipend.
- Several advisory board members commented that a program like this could help lower barriers to participation in government and policy and increase underrepresented or unheard voices in the community.
- There were questions about how demographic data would be collected and who would be able access this information. There were concerns that this information could be used to make decisions on future appointments. There was discussion on how requesting this data could also become an unanticipated barrier to participation.
- There was a question about what happened if there is no quorum at a public meeting.
- There was a question about the effectiveness of a potential tiered system and also concerns that \$25 per a meeting could be too low to account for incurred costs. There was also a question on how individuals would meet low-income qualifications.
- There was a question about if there was existing gaps in representation in City community engagement and on City advisory boards.
- There was a question about other efforts being performed by the City to increase representation and remove barriers to government participation.
- There were questions about how the City would track metrics for the program and what benchmarks it would use to determine if the program was or was not successful. This included discussion on making this a pilot program with standardized reporting
- There were questions about how the program was going to be funded if it moved forward.
- There were questions about if this program applies to Lacey Youth Council (LYC) members, particularly for advisory board representatives on the LYC. There were questions about how receiving this stipend would impact LYC community service/volunteer hours.

In addition to this engagement and outreach, City staff also performed more diligence on the Volunteer Projection Act (VPA). In brief, the VPA protects volunteers from personal liability if, among other requirements, volunteers do not receive anything of value in lieu of compensation in excess of \$500. Offering more than this threshold means volunteers will not benefit from these protections. The City recommends that to maximize protection for volunteers to limit stipends at \$500. By limiting stipends to \$500 per year, advisory board members would retain immunity for volunteer activities under federal and state law. In addition, advisory board members would continue as volunteers.

Draft Advisory Board Stipend Program. Based on the feedback from the City's advisory boards, including the COE, and additional research, the draft Advisory Board Stipend Program for the City includes the following elements:

Purpose: To offset incurred expenses for participating on City advisory boards, e.g., travel costs, parking costs, internet costs, childcare costs, etc. These costs may present barriers to participation. The stipend program is not compensation or payment for services but is a nominal fee to cover incurred expenses incidental to the volunteer activity performed by advisory board members.

Advisory board members remain volunteers and are not employees of the City.

Program Scope: This program would apply to the following advisory boards:

- Board of Park Commissioners
- Civil Service Commission
- Commission on Equity
- Historical Commission
- Law Enforcement Officers & Fire Fighters (Disability Board)
- Library Board
- Planning Commission
- Youth Council
- Lodging Tax Committee

In addition, this program would apply to ad hoc advisory boards created by the Lacey City Council.

This program would not apply to Lacey City Councilmembers or current City employees.

Stipend Amount: Provided that advisory board members opt-in to this program:

- A. The stipend amount shall be \$50 per meeting attended per person, whether virtually or in-person, not to exceed \$500.00 annually (from January to December).
- B. The stipend amount shall be \$25 for Lacey Youth Council members per meeting attended per person, not to exceed \$500.00 annually (from January to December). Meetings include public meetings attended by Lacey Youth Council liaisons to other advisory boards (Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board).

“Meetings” would include all regularly scheduled advisory board public meetings and joint public meetings between the advisory board and the City Council. “Meetings” would not include informal discussion or planning sessions with City staff. “Meetings” would not include engagement activities.

The City shall provide stipends to advisory board members at an interval determined by the City Manager's Office and Finance Department, but distributed no fewer than two (2) times annually.

Pending budget approval, all advisory board members would have the option to receive a stipend unless the program is terminated, revised, or extended.

The City would determine reporting metrics for this program and provide an annual review of the program to the Lacey City Council. Notably, due to advisory board term lengths and various term limits, impacts of the program may not be discernable for some time.

Implementation: The City Manager's Office would work with the City Clerk's Office, advisory board staff liaisons, and the Finance Department to establish a reporting process for the program, including the development of an attendance verification system to document meeting attendance.

Opt-in: When a new advisory board member is appointed, they would be required to complete a form to opt-in or opt-out of the stipend program. On a yearly basis, advisory board members would have the opportunity to opt-in or opt-out of the program.

Budget Impact: On an annual basis the Advisory Board Stipend Program would require an estimated \$15,000 and \$40,000 to implement.

LMC Updates: Prior to implementation, the City will need to update several sections of the Lacey Municipal Code (LMC) related to advisory boards.

City Staff would use the above program details as the foundation to create an Advisory Board Stipend Program policy.

RECOMMENDATION: Review the draft Advisory Board Stipend Program. Motion to move the Advisory Board Stipend Program to the Lacey City Council for consideration.