



City of Lacey, Washington Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, March 25, 2024

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

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

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

- A. Approval of Agenda
- B. Approval of February 26, 2024, meeting minutes

5. Public Comment:

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

6. Inspirational Item:

- A. Commissioner Makieda Hart

7. Business Items:

- A. **Climate and Sustainability Efforts Update**
Linsey Fields, Climate and Sustainability Coordinator
- B. **Human Services Grant Program Update**
Michelle Chavez, Human Services Coordinator

- C. **Community Liaison Program**
Sadie Siglin, Management Analyst
- D. **Advisory Board Stipend Program Demographic Data**
Shannon Kelley-Fong, Assistant City Manager
- E. **Draft DEIB Strategic Plan Workshop: City Workforce Data Review**
Shannon Kelley-Fong, Assistant City Manager

8. Commissioner Reports:

9. Director Report:

- A. **Equity and Inclusion Program Manager**
Shannon Kelley-Fong, Assistant City Manager

10. Adjourn

Next Meetings and Events:

- **Commission on Equity Meeting** - April 22, 2024 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - June 3, 2024 - 5:30 p.m. at City Hall or remote

Attendance and Public Comment

Attend Remote or In Person

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

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

Zoom: <https://us02web.zoom.us/j/85756237265>

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

YouTube: <https://www.youtube.com/watch?v=yHqA5mqkB5M>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 857 5623 7265)

Verbal Public Comment

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

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

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

<https://us02web.zoom.us/j/85756237265>

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



Written Public Comment

Please email written public comments to coe@cityoflacey.org by 12:00 p.m. on Monday, March 25, 2024. Commissioners will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.





City of Lacey, Washington
Commission on Equity Minutes
Monday, February 26, 2024 - Council Chambers and Online

1. Call to Order

Chair Annie Clay called the meeting to order at 5:32 p.m.

2. Roll Call

EQUITY COMMISSIONERS PRESENT: Chair Annie Clay; Vice Chair Kim Sauer; Commissioners Makieda Hart, Jon Hegwood (remote), and Kristine Stolberg (remote); and Youth Representative Samuel Tatarian

EQUITY COMMISSIONERS EXCUSED: Cliff Brown and Thelma Jackson

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Vanessa Dolbee, Community and Economic Development Director; Jennifer Adams, Housing Coordinator; Wesley Nguyen, Economic Development Coordinator, Paul White, Deputy City Clerk

3. Land Acknowledgment

Chair Clay presented the abbreviated Land Acknowledgment.

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

A. Approval of Agenda

B. Approval of January 29, 2024, meeting minutes

Commissioner Hart moved to approve the agenda, previous meeting minutes, and consent items. Commissioner Sauer seconded. Motion carried.

5. Public Comment:

The Commission received no written public comments and no verbal comments.

6. Inspirational Item:

A. Commissioner Kristine Stolberg

Commissioner Stolberg shared a quote by Reverend Dr. Martin Luther King Jr. about unarmed truth and unconditional love overcoming racism and war.

7. Business Items:

A. Thurston County Economic Development Council Presentation

Sean Moore, Director, Economic Development Council
Mayra Pena, BIPOC Business Community Liaison

Director Sean Moore presented services provided by the Economic Development Council (EDC) to support entrepreneurs in all stages of business development, including: advising on securing government contracts, workforce training, prototyping, advising and training for women-owned businesses, and business classes and advising. BIPOC Business Community Liaison Mayra Pena overviewed the BIPOC Business Task Force and their recommendations in the focus areas of: accessing capital, networking and mentorship, outreach, inclusion of young adults, and budgeting. Discussion ensued.

B. Lacey Chamber of Commerce Presentation

Blake Knoblauch, Executive Director, Lacey South Sound Chamber

Executive Director Blake Knoblauch described the Lacey/South Sound Chamber of Commerce's support of local business through internal promotion and fostering businesses' reputations within the community. Discussion ensued.

C. Economic Development Update

Vanessa Dolbee, Community and Economic Development Director
Wesley Nguyen, Economic Development Coordinator

Community and Economic Development Director Vanessa Dolbee and Economic Development Coordinator Wesley Nguyen presented the City's Economic Development Update, including program priorities and statistics. Current economic development priorities include participating in updates to the city's Comprehensive Plan, pursuing a four-county federally approved economic development district, promotion of the Lacey MakerSpace project, and Midtown Alliance and Midtown Innovation District development. Outcomes from recent



department initiatives were shared related to BIPOC business startup training and a monthly South Sound BIPOC Roundtable. Discussion ensued.

D. Middle Housing Public Engagement

Jennifer Adams, Housing Coordinator

Housing Coordinator Jennifer Adams presented an overview of middle housing, including related data. Staff plans to propose a middle housing ordinance in mid-2025 following public engagement. Commissioners were asked to offer guidance in planning public involvement for the middle housing engagement efforts. Discussion ensued.

8. Commissioner Reports:

Chair Clay reminded the Commission of the Lacey Museum's History Talks at Lacey City Hall in March and April.

Youth Representative Samuel Tatarian provided an update on the upcoming March 16 Youth Summit and Resource Fair.

9. Director Report:

A. DEIB Strategic Plan Update

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong provided an update on the Diversity, Equity, Inclusion, and Belonging (DEIB) Strategic Plan currently under review by City staff.

B. Lacey Cultural Celebration

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong provided a reminder on the Commission on Equity booth at the Lacey Cultural Celebration on March 9.

C. Community Forum Planning

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong invited Commissioners to help plan the next community forum.

Kelley-Fong reminded Commissioners to opt in to the stipend program by the end of February and to complete a demographic survey.



Kelley-Fong highlighted that the March Commission on Equity meeting is expected to include a presentation by Climate and Sustainability Coordinator Linsey Fields.

10. Adjourn

**Commissioner Sauer moved to adjourn the meeting at 8:04 p.m.
Commissioner Hart seconded. Motion carried.**

DRAFT





COMMISSION ON EQUITY

March 25, 2024

SUBJECT: Human Services Grant Program

RECOMMENDATION: Provide feedback on needs assessment and possible outreach and engagement for Human Services Workgroup.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*
Michelle Chavez, Human Services Coordinator *mjc*

ORIGINATED BY: City Manager's Department

ATTACHMENTS:

1. Resolution 1145 establishing an ad hoc Human Services Workgroup
2. Draft Human Services Work Group Application
3. Human Services Grant Program Presentation

FISCAL NOTE: 2024 budget includes \$300,000 for the Human Services Grant Program.

PRIOR REVIEW: [City Council Worksession – March 12, 2024](#)
[City Council Meeting – March 19, 2024](#)

**WORK PLAN GOAL:
AND STRATEGY**

Vibrant Place to Live, Work and Play
D. Finalize Homeless Response Plan and Enhance Social Services

An Engaged Community
L. Enhance Communication and Engagement Efforts

BACKGROUND: General information on the City of Lacey's (City) Human Services can be accessed here: <https://cityoflacey.org/human-services/>.

City staff provided the Lacey City Council with a detailed presentation on the Humans Services Grant Program (HSGP) at the [City Council Worksession on March 12, 2023](#). Based on feedback received from the City Council at this meeting, City staff is planning a joint meetings with the Human Services Workgroup and the Lacey City Council to hear HSGP applicant presentations and updates on funding impacts.

Staff then presented at the [City Council Meeting – March 19, 2024](#) and received no further staff recommendations. At this meeting, the Lacey City Council passed Resolution 1145 establishing an ad hoc Human Services Work Group.

As part of the 2024 Budget, the Lacey City Council allocated \$300,000 to establish a comprehensive, reliable, and accessible HSGP. This program was established to take the place of the ad hoc funding the City provided to various non-profit groups over the past few years to make the process more equitable, efficient, and predictable for the community and the organization.

Over the past few months, City staff researched existing human services programs from other communities around Washington state and beyond. As part of this process, the City contacted five (5) communities about their programs and best practices. The cities interviewed were Bellevue, Issaquah, Lakewood, and Marysville in Washington, and Hillsboro in Oregon. **Table A** provides a high-level overview of these five communities and their respective human services grant programs. From these interviews, all of the five communities had:

- Stand-alone human services grant programs funded by general funds;
- Used some type of advisory board or work group to make recommendations on funding allocation; and
- A competitive grant application process to determine funding.

In addition, of the five communities:

- 80% performed needs assessments (see below for more detail). One City modeled their priorities off other nearby cities;
- 60% only allowed social services programming to be funded;
- 40% allowed smaller capital projects, such as equipment purchases and ADA improvements. This allows the human services grants to fill gaps that Community Development Block Grants (CDBG) and other federal dollars do not fund;

- 60% had minimum grant awards and one (1) did not allow for partial funding unless the application was the lowest scored and there were not enough dollars left for a full award; and
- 40% had a maximum award.

Table A											
Comparison of Select Human Services Grant Programs											
Agency	State	Stand Alone Human Services Program	Advisory Board / Work Group	Competitive Application	Only Social Services Funding	Small Capital Projects	Min. Award	Max Award	No partial funding	Community Needs Assessment	Advisory Board Name
Bellevue	WA	X	X	X	X		X			X	Human Services Commission
Hillsboro	OR	X	X	X		X	X	X	X	X	Impact Grant Work Group - Finance Commission and Community Members
Issaquah	WA	X	X	X	X					X	Human Services Commission
Lakewood	WA	X	X	X	X		X	X		X	Community Services Advisory Board
Marysville	WA	X	X	X		X					Uses CDBG Advisory Committee

Needs Assessment

Most of the communities interviewed performed a human services needs assessment to determine the priority areas for funding and to inform strategic planning. Staff will perform a needs assessment of human services gaps in the community to help inform future HSGP funding rounds, if budgeted in future years. This preparation involves research, survey development and creating a community engagement plan. This assessment can be performed in a number of ways, including combinations of an electronic survey, in-person focus groups, on-on-one interviews, hybrid meetings, workshops, etc.

Performing a needs assessment can take up to six months, **see Table B.**

Activities included in the engagement plan would be:

- Interviews with community partners, particularly in the non-profit sector serving Lacey low income and special needs community members;
- An on-line survey for all community members;
- Focus groups with public safety workers, health care (including mental health care) professionals;
- Focus groups with non-English speakers and recent immigrants;
- Interviews with clients receiving direct services; and
- Focus groups with youth, school staff, and older adults.

The City is planning on performing more research on needs assessments from March to May and then performing the needs assessment from June through September. The City is going to establish an ad hoc Human Services Workgroup to advise this process.

Table B	
Human Services Needs Assessment Timeline (2024)	
March to May	Research and Development
June to September	Outreach and Engagement
October	Writing Draft and Presenting to Work Group
November	Present Draft Report and Recommendations to City Council

Year-One Program Priorities:

The Lacey City Council authorized the following elements for the 2024 Human Services grant funding:

2024 Funding Priorities: Essential Social Services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs are defined as:

- a. **Housing:** expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services.
- b. **Survival:** access to food, water, shelter, sleep, clothing.
- c. **Security:** job training and placement, mental and physical health care, drug and alcohol recovery, support in times of personal and family crisis, transportation.

Minimum and Maximum Awards: The program will allow for a maximum grant of \$50,000 for capital projects (brick and mortar) and include an acknowledgement that some applicants will receive partial funding. No minimum or maximum for service-based projects.

Ad Hoc Human Services Workgroup: An ad hoc Human Services Workgroup will be created to:

- Meet once per month or as needed through 2024;
- Review 2024 HSGP applications and make recommendations to Lacey City Council for 2024 funding allocations;
- Advise on a human services needs assessment;
- Make recommendations on longer-term priorities for HSGP funding; and
- Make a recommendation on a standing human services advisory board.

Program Timeline: Table C provides the tentative timeline for the Human Services Workgroup and Grant Program.

Table C			
Tentative Grant Program Timeline (Dates subject to change)			
Human Services Grant Program	Dates	Needs Assessment	Comprehensive Plan: Human Services Element
Lacey City Council update on the Draft HSGP	March 12 th	Research and development	Collaborate with CED on planning and engagement
Lacey City Council authorizes Human Services Work Group and the 2024 HSGP priorities	March 19 th		
City opens applications for the Human Services Workgroup members	March 25 th to April 12 th		
Mayor interviews Human Services Workgroup applicants	April 22 nd to April 26 th		
Lacey City Council approves Human Services Workgroup members	May 21 st		
Human Services Workgroup Kick Off Meeting	June 6 th	Outreach and Engagement	Work with Human Services Workgroup and Planning Commission on Human Services Element
2024 HSGP Applications Open	June 10 th to July 5 th		
Human Services Grant Applicant Workshop	June 13 th		
Human Services Workgroup reviews HSGP applications	July 15 th to July 19 th		
<i>Joint presentations with the Human Services Workgroup and Lacey City Council</i>			
Human Services Workgroup finalizes HSGP funding recommendations	August 1 st		
Lacey City Council reviews HSGP funding recommendations	August 27 th		
Lacey City Council approves HSGP funding	September 3 rd		
HSGP funding is awarded and funds are used	October 1, 2024 to September 30 th 2025	Draft presented to Workgroup;	

Humans Services Workgroup finalizes advisory board recommendation	October/November	Recommendation from Workgroup	
Lacey City Council reviews advisory board recommendation	December	Needs assessment presented to Lacey City Council for approval	
Lacey City Council reviews needs assessment and 2025 HSGP priorities			
Lacey City Council approves needs assessment, 2025 HSGP priorities, takes action on potential advisory board			
2025*			
2025 HSGP application opens	Jan/Feb		
Lacey City Council receives presentation on 2024 HSGP funding	Feb		
Human Services Grant Applicant Workshop	Jan/Feb		
Pending direction: Advisory Board makes recommendations on 2025 HSGP funding	March		
Lacey City Council reviews 2025 HSGP funding/ recommendations	March/April		
Lacey City Council approves 2025 HSGP funding	March/April		
2025 HSGP funding is awarded and funds are used	April – December 2025		
2026*			
2026 HSGP application opens	Jan/Feb		
Lacey City Council receives presentation on 2025 HSGP funding	Feb		
Human Services Grant Applicant Workshop	Jan/Feb		

Pending direction: Advisory Board makes recommendations on 2026 HSGP funding	March		
Lacey City Council reviews 2026 HSGP funding/ recommendations	March/April		
Lacey City Council approves 2026 HSGP funding	March/April		
2026 HSGP funding is awarded and funds are used	April – December 2026		
*pending budget funding			

Next Steps. Recruit applicants for the Human Services Workgroup between March 25, 2024 and April 12, 2024.

RESOLUTION No. 1145

CITY OF LACEY

A RESOLUTION OF THE LACEY CITY COUNCIL CREATING A TEMPORARY AD
HOC HUMAN SERVICES WORK GROUP

WHEREAS, the Lacey City Council budgeted \$300,000 in 2024 for a new, competitive Human Services Grant Program to support vulnerable community members and enhance the wellbeing of all; 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 the Human Services Grant 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, the Lacey City Council desires establishing an Ad Hoc Human Services Workgroup to better understand overall human services needs in the community and help make recommendations on human service grant funding.

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

The Lacey City Council hereby declares its intent to permit the establishment of an ad hoc Human Services Work Group, assembled as set forth in **Exhibit A**, with the purpose of:

1. Evaluating 2024 Human Services Grant Applications and making recommendations to the Lacey City Council for funding awards.
2. Advising the City on a Human Services Needs Assessment.
3. Making recommendations for funding priorities and a standing advisory board.

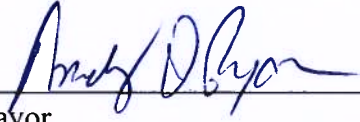
This Resolution shall become effective immediately upon adoption and signature as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 19
day of March 2024.

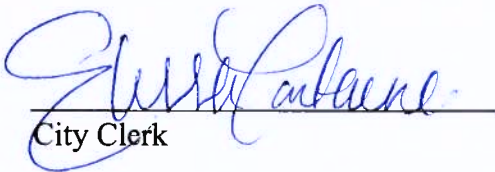
CITY COUNCIL

By

Mayor



Attest:


City Clerk

Approved as to form:

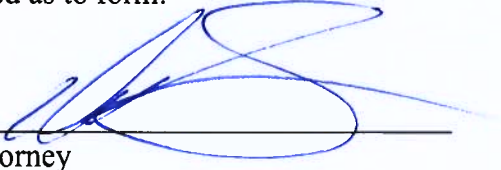

City Attorney

Exhibit A

Lacey Human Services Work Group

The purpose of the Human Services Work Group is to: 1) make recommendations to the Lacey City Council on 2024 Human Services Grant Funding; 2) advise the City on a Human Services Needs Assessment and future funding priorities; and 3) advise the City on the establishment of a standing Human Services Advisory Board.

1. Membership

- A. The Human Services Work Group shall consist of seven general members and one youth member. Five of whom reside in the city of Lacey and two whom may reside in Lacey's urban growth management area, except as outlined in subsection C of this section. Human Services Work Group members shall be appointed by the Mayor, which appointment shall be subject to confirmation by the Lacey City Council. Terms for general members shall be until the completion of the scope of duties but generally not longer than one year. The general and youth 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.
- C. General membership on the Human Services Work Group shall always include at least two professionals who have experience in human services, e.g., direct service, management, or volunteer work. The Human Services Work Group 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.

2. Compensation

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

3. Advisory Board Stipend Program

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

4. Organization and Records

- A. The Human Services Work Group 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, including all motions, resolutions and transactions, findings and determinations. These records shall be public.

5. Removal

- A. General or youth members may be removed from the Human Services Work Group prior to the completion of the scope of duties 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.
- B. Vacancies occurring otherwise than through the completion of the work group, may be filled for the duration of the work group. The members shall be selected without respect to political affiliations. The general work group members 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.

6. Quorum

- A. A majority of the general members of the Human Services Work Group shall constitute a quorum for the transaction of business. The youth Human Services Work Group 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 Human Services Work Group, shall be deemed and taken as the action of the Human Services Work Group.



Human Services Work Group Application

The City of Lacey is seeking seven community members to serve on an ad hoc Human Services Work Group as a result of Resolution 1145

- Five members will reside within the City limits
- Two members will reside in the Lacey Urban Growth Area
- Two members will have human services professional work experience
- If appointed, you will be eligible to opt in for a stipend of \$50 per meeting and a maximum of \$500.00 in a year

Primary Duties and Responsibilities

- Meet at least once per month or as needed through 2024
- Review 2024 human services grant applications
- Make recommendations to the City Council for 2024 funding allocations
- Advise the City and Council on a human services needs assessment
- Make a recommendation on longer-term priorities for funding
- Make a recommendation on a human services commission

Questions, contact Michelle.Chavez@CityofLacey.org or call 360-486-8746

First Name *

Last Name *

Personal Pronouns

Email address *

Phone Number *

Do you live in Lacey or the Lacey UGA? *

Address *

City, State and ZIP Code *

How long have you been a resident? *

Interest *

What is your interest in being a part of the Lacey Human Services Work Group?

Work Group Experience *

Have you been a member of a board, commission or work group in the past? If yes, please describe your experience.

Education Experience * Please indicate your level of education.

Work and Lived Experience *

Please describe any knowledge, skills or experience that would assist in your ability to serve on the work group.

Licenses and Credentials

Please list any licenses or credentials that you hold in social work, human services, health care, behavioral health, etc.

Time Commitment *

Approximately how many hours each month can you volunteer for this work group?

Public Records Notice

The information entered in this form may be considered a record subject to public review.

Certification

I certify that all information on this application is true and correct.



Commission on Equity March 25, 2024

SUBJECT: Community Liaison Program Policy Review

RECOMMENDATION: Review and provide feedback. Staff will return at a later date for recommendation.

STAFF CONTACTS: Shannon Kelley-Fong, Assistant City Manager *SKF*
Sadie Siglin, Management Analyst *SS*

ATTACHMENTS: 1. Draft Community Liaison Policy

FISCAL NOTE: Unknown at this time. Additional research is required.

PRIOR REVIEW: [Commission on Equity Meeting – 12.26.2023](#)
[Commission on Equity Meeting – 10.23.2023](#)

2024 WORKPLAN: Q1 – 2 “Continue research and review on paid community liaison programs”

BACKGROUND: The Commission on Equity (COE) received prior presentations on Community Liaison Programs on [October 23, 2023](#) and [December 26, 2023](#). At the latter meeting, the presentation provided a brief overview of administrative practices for community liaison programs from other government entities. The following provides a high-level review of proposed policy for community liaison program administration.

What are community liaisons?

Community liaisons serve as trusted messengers between community members and the City to create a stronger relationships with the local government and build power in underrepresented communities. Community liaisons may be tasked with duties such as:

- Training with City staff on different topics and projects to conduct outreach;
- Helping shape and conduct a variety of outreach to underrepresented groups;

- Spreading awareness and understanding of City projects, programs, policies, etc.;
- Providing insights to the City about improving communications with the community;
- Helping the City understand and process the community input received; and
- Helping develop a contact list to expand the network of community member contacts.

Community liaisons are commonly hired as independent contractors. The scope of work varies often depending on project length and need. Often, contractors will work based on a predetermined hourly time commitment, on a need basis. Work on weekends and evenings is anticipated.

How much will community liaisons be paid?

Contractors are commonly paid an hourly rate as determined by the City. The City is conducting a market analysis to determine appropriate rates and methods of pay for contractors. This includes the consideration of a premium rate for contractors who provide services in an emergency response capacity. The following are examples of compensation for like kind positions:

- City of Seattle Community Liaisons: \$75 per hour, with \$100 per hour for emergency response services
- [Washington Department of Natural Resources- Outreach Specialist in Olympia](#): \$18.51 - \$24.61 per hour
- [Washington Department of Ecology- Public Outreach Coordinator in Thurston County](#): \$26.09 - \$35.09 per hour

Draft Policy

Attachment 1 provides a draft Community Liaison Policy for review and feedback. This draft includes a program overview, duties, scope of work, compensation, qualifications, support, and the application process.

Next Steps: The City is requesting the Commission on Equity review the draft policy and provide feedback. Staff will return at a later date for recommendation.

CHAPTER X.XX

Overview

Community Liaisons are natural relationship builders in the community who serve as trusted messengers between community members and the City.

The City is developing a team of Community Liaisons focused on:

- Creating a stronger relationship between community and the local government;
- Building power in underrepresented communities most impacted by barriers to public engagement and increasing participation in meaningful and inclusive public engagement;
- Supporting a shifting culture of how city government engages with the community in decision-making; and
- Serving as a bridge for continuing dialogue, advancing equity, and surfacing the ideas, concerns, and needs of community members.

X.01 Duties

Community Liaisons may be tasked with:

- Training with City staff on different topics and projects to conduct outreach;
- Helping shape and conduct a variety of outreach to underrepresented groups;
- Spreading awareness and understanding of City projects, programs, policies, etc.;
- Providing insights to the City about improving communications with the community;
- Helping the City understand and process the community input received; and
- Helping develop a contact list to expand the network of community member contacts.

X.02 Scope of Work

Community Liaisons may work on a variety of different projects including:

- Short-term
- Long-term
- Emergency Response

Short-term

Short-term programs are focused on conducting outreach and collecting input with target communities. This work will be based on a predetermined hourly time commitment, on a need basis.

Long-term

Long-term programs are typically longer than one year. Long-term liaisons will work based on a predetermined hourly time commitment, for the duration of the project.

Emergency Response

Emergency Response programs are activated as need by the City to respond to emergencies. Emergency Response liaisons will work on an as need basis.

X.03 Compensation

Community Liaisons are hired by the City as independent contractors. Contracts will be paid as determined by the City. Contractor hours will vary based on City projects. Work on weekends and evenings is anticipated.

X.04 Qualifications

Residents of Lacey or the Lacey Urban Growth Area (UGA) are eligible to be community liaisons. Community stakeholders, including non-residents, may be considered if they can display a connection to communities in Lacey.

The City is looking for individuals with lived experience as part of an underrepresented community. Community Liaisons must be able to serve as relationship builders, be dedicated to providing feedback, and have excellent communication skills. Ability to speak multiple languages is also desired, but not required.

X.05 Support

The City will provide all necessary training, support, and guidance for activities.

X.06 Application Process

The City will determine the application process. At minimum, the applicants will submit a letter of interest that outlines their connection to communities in Lacey and two references.