



City of Lacey, Washington Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, May 6, 2024

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment:

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 they have 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 March 25, 2024, meeting minutes

5. Public Comment Policy

- A. **Public Comment Policy**
Shannon Kelley-Fong, Assistant City Manager

6. Public Comment:

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

7. Inspirational Item:

- A. Commissioner Thelma Jackson

8. Business Items:

- A. **Meeting with the Lacey Youth Council**
Chair Annie Clay, Commission on Equity
Mayor Sarah Towne, Lacey Youth Council
Sadie Siglin, Management Analyst
- B. **Community Liaison Program**
Sadie Siglin, Management Analyst
- C. **Utility Wrap Project Phase 1 Recommendation**
Sadie Siglin, Management Analyst
- D. **Draft DEIB Strategic Plan Status Overview Part 1**
Shannon Kelley-Fong, Assistant City Manager

9. Commissioner Reports:

- A. **All Abilities Community Forum**
Makeida Hart, Commissioner
Kristine Stolberg, Commissioner
- B. **League of Women Voters Equity Panel Update**
Annie Clay, Chair
Clifton Brown, Commissioner

10. Director Report:

- A. **Lacey Cultural Celebration Feedback**
Shannon Kelley-Fong, Assistant City Manager
- B. **Equity and Inclusion Project Manager Update**
Shannon Kelley-Fong, Assistant City Manager

11. Adjourn

Next Meetings and Upcoming Events:

- **Commission on Equity Meeting** - June 3, 2024 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - June 24, 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/webinar/register/WN_rEwzemHeTRmk1_evAgAioA

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

YouTube: <https://www.youtube.com/watch?v=S260G6yFfvE>



Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 850 3489 1650)

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/webinar/register/WN_rEwzemHeTRmk1_evAgAioA

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, May 6, 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, March 25, 2024 - Council Chambers and Online

1. Call to Order

Chair Annie Clay called the meeting to order at 5:30 p.m.

2. Roll Call

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

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Linsey Fields, Climate and Sustainability Coordinator; Michelle Chavez, Human Services Coordinator; Sadie Siglin, Management Analyst; Brandy Legomina, Deputy City Clerk; and Paul J. 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 February 26, 2024, meeting minutes

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

5. Public Comment:

The Commission received no written public comments and verbal comments from five (5) remote attendees that were offensive, discriminatory, and not germane to the commission's meeting. Immediately following closure of public comment, there were disruptive outbursts by remote attendees.

6. Inspirational Item:

A. Commissioner Makieda Hart

Commissioner Hart shared an anonymous poem called "What Women Wanted" to highlight women's history.

7. Business Items:

A. Climate and Sustainability Efforts Update

Linsey Fields, Climate and Sustainability Coordinator

Fields presented the 2024 Climate and Sustainability update. Fields described efforts of the Thurston Climate Mitigation Collaborative, composed of Thurston County, Lacey, Olympia, and Tumwater, aimed at greenhouse gas emissions, water conservation, urban forestry, and climate resiliency.

B. Human Services Grant Program Update

Michelle Chavez, Human Services Coordinator

Chavez presented an update on the City's Human Services Grant Program, approved March 19, 2024 by the Lacey City Council. Chavez highlighted similar programs in other cities, including use of an ad hoc advisory body to make funding recommendations. Program parameters and advisory board composition were discussed. Chavez noted the program's goal is to provide services in and for Lacey.

C. Community Liaison Program

Sadie Siglin, Management Analyst

Siglin provided an update on a draft Community Liaison Policy. Siglin described the role of community liaisons as relationship builders and catalysts of culture shifts between diverse and underrepresented communities and local government. The duties, qualifications, and compensation of community liaisons were discussed.

D. Advisory Board Stipend Program Demographic Data

Shannon Kelley-Fong, Assistant City Manager



Kelley-Fong presented findings of the City's voluntary demographic survey of advisory board members. Kelley-Fong noted instances of under- and over-representation, and how they compared with available demographic data for the Lacey community at large. Kelley-Fong pointed out that gaps suggest a need for targeted outreach.

E. Draft DEIB Strategic Plan Workshop: City Workforce Data Review

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong provided a comparison of the City of Lacey workforce diversity to the demographic data available for the Lacey community at large. Kelley-Fong pointed out areas of over- and under-representation, noting that the City's collection of workforce demographic data has limitation due to third-party systems, is voluntary, and does not necessarily remain static over time.

8. Commissioner Reports:

Commissioner Hart reported on the March 20, 2024 planning meeting for the All Abilities Community Forum. The group's next meeting will be held April 3, 2024, at 4:00 p.m.

Chair Clay commented on the City's receipt of the Washington Economic Development Association (WEDA) Award for State Diversity, Equity, and Inclusion for the City's Food Trucks at the Depot program. Chair Clay reminded commissioners that March 31, 2024, is Transgender Day of Visibility. Chair Clay announced a public forum by the League of Women Voters on April 18, 2024, and an equity symposium at Evergreen State College on April 17 and 18, 2024.

Commissioner Brown reported on the high level of participation at the City's Cultural Celebration on March 9, 2024.

Commissioner Jackson reported on the success of a Black History Month popup museum at the New Life Baptist Church in February. Commissioner Brown added that the Juneteenth planning committee is interested in displaying items from the popup museum at the Juneteenth event.

9. Director Report:

A. Equity and Inclusion Program Manager

Shannon Kelley-Fong, Assistant City Manager



Kelley-Fong reported that the City is recruiting for an Equity and Inclusion Program Manager to report to the City Manager.

10. Adjourn

Chair Clay adjourned the meeting at 8:14 p.m.

DRAFT





COMMISSION ON EQUITY May 6, 2024

SUBJECT: Public Comment Policy

RECOMMENDATION: Review draft Public Comment Policy and provide feedback.

The Lacey City Council is scheduled to review the draft Public Comment Policy at their Regular Meeting on May 7, 2024.

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS:

1. Draft Policy Comment Policy
2. Commission on Equity Policies and Procedures

FISCAL NOTE: None

PRIOR REVIEW: None

**WORK PLAN GOAL:
AND STRATEGY** None

The following information will be provided to the Lacey City Council at their Regular Meeting on May 7, 2024 meeting:

BACKGROUND: During the March 25, 2024, Commission on Equity meeting, a group of individuals providing public comment remotely made a series of reprehensible discriminatory and hateful public comments. In response to this event, the City released a statement condemning discrimination and hate speech. Unfortunately, incidents like this have occurred across the United States, including in several jurisdictions in Washington state. Like other jurisdictions, this incident prompted the City to review and evaluate its Public Comment policies.

Public Comment

Public comment is considered a “limited public forum” for free speech purposes. Governments can regulate the time, place, and manner of speech, provided the regulations are reasonable and content-neutral. In the United States, speech is protected by the First Amendment, this includes hate speech. A Hate Crime Offense, in distinction from hate speech, is statutorily defined in RCW 9A.36.080 as:

Hate crime offense—Definition and criminal penalty.

(1) A person is guilty of a hate crime offense if he or she maliciously and intentionally commits one of the following acts because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory disability:

(a) Assaults the victim or another person;

(b) Causes physical damage to or destruction of the property of the victim or another person; or

(c) Threatens a specific person or group of persons and places that person, or members of the specific group of persons, in reasonable fear of harm to person or property. The fear must be a fear that a reasonable person would have under all the circumstances. For purposes of this section, a "reasonable person" is a reasonable person who is a member of the victim's race, color, religion, ancestry, national origin, gender, or sexual orientation, or who has the same gender expression or identity, or the same mental, physical, or sensory disability as the victim. **Words alone do not constitute a hate crime offense unless the context or circumstances surrounding the words indicate the words are a threat. Threatening words do not constitute a hate crime offense if it is apparent to the victim that the person does not have the ability to carry out the threat.**

(**Emphasis** added by staff)

Per the State’s Open Public Meetings Act (OPMA, Chapter [42.30 RCW](#)), governing bodies are required to receive public comment at regular meetings where final action is taken. This extends to advisory bodies, e.g., planning commissions, civil service commissions, and other policy or rule-making bodies, and committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment.

Public agencies, such as the City, must allow the public to orally comment at the meeting or submit written comment prior to or at all regular meetings where final action is taken. When public comments occur during a meeting is at the discretion of the agency. Public comment is not required in emergency situations and is not required (but is recommended) at special meetings, even when final action is taken. Per the OPMA, at meetings, if oral comment is allowed and an individual who has difficulty attending the meeting in-person requests an opportunity to provide oral comment remotely, the agency must provide this opportunity when feasible.

Currently, the City meets all of the OPMA requirements detailed above.

Updating Public Comment Policy: After researching and attending a training on this subject, the following are some options the City could consider in updating its Public Comment Policy. Notably, the options below would not abridge an individual's first amendment rights. Staff recommendations are included under each option.

Option 1: Eliminate all remote public comment

The City would still need to comply with RCW 42.30.240(2), which allows an individual for whom physical attendance is difficult to request remote public comment.

Recommendation: Not recommended for accessibility purposes.

Option 2: Limit public comment to items on the agenda

Under this option, comments made would need to be relevant to an item on the agenda. With this, the presiding officer has the ability to quickly mute or disconnect a speaker that is not speaking to a matter of City concern.

Recommendation: Not recommended as this option can put the presiding officer and governing body in the difficult position of deciding the point at which a speaker's comments are no longer relevant to agency business. This option is also not recommended for accessibility purposes as it would limit individuals from commenting on items not on the agenda.

Option 3: Take steps to determine the identity of speakers commenting remotely

Notably, determining the identity should *only* apply to individuals who wish to speak remotely during public comment.

Recommendation: Recommended; the current practice in place is to require pre-registration two-hours in advance for all individuals wanting to provide remote public comments.

Option 4: Create a universal time for Public Comment and use a timer to keep public comments to allotted times

Recommendation: Recommended, create a universal time allotment for individuals providing Public comment across City Council and Advisory Boards. Once adopted, have

Presiding Officers use a timer for public comment and promptly end comments when time has elapsed.

Option 5: Create Standard Rules for Public Comment for Council and Advisory Boards:

Recommendation: Recommended; create a standardized approach to public comment for City Council and Advisory Boards. This would require updating the City Council Policies and Procedures Manual, as well as the Advisory Board Handbook and various advisory boards policies and procedures, see **Table A**.

Table A	
Public Comment Policies	
Body	Policy Document
City Council	Council Policies and Procedures Manual, 7.07 Order of Business
Advisory Boards	-
Commission on Equity	COE Rules of Procedures
Planning Commission	-
Historical Commission	-
Parks Board	Parks Public Hearing Procedure
Library Board	-
LTAC	-
Civil Service	Unknown
LEOFF	Unknown

For City Council, policies related to Public Comment are found in [Section 7.07](#):

Public Comments

Members of the public may address the Council regarding topics scheduled, as well as not scheduled, on the agenda during public comment, with the exception of quasi-judicial matters forthcoming before the Council and topics that have specified Public Hearings. Individuals who wish to address the Council are encouraged to sign-in using the sign-in sheet in the Council Chambers or they may preregister to speak remotely using the link provided on the posted agenda. Each person addressing the Council at the meeting (either in person or remotely) is encouraged to give their name and address for the record, and is asked to limit their address to three minutes, unless Council permits a longer period. If several people wish to speak to the same issue, the Mayor may limit the total amount of time dedicated to that specific issue. The Mayor may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

Provided there is time, the Mayor will offer the opportunity for members of the public that did not pre-register or sign-in to provide Public Comment.

Members of the public may provide written public comment to the Council by mail or email to the City Clerk's office by 4:00 p.m. the day of the meeting.

Comments received by the City Clerk will be provided to the Council electronically prior to the meeting. Comments will not be addressed during the Council meeting. Comments will be added to the official meeting record.

Public Hearings

Council holds Public Hearings following the adoption of the consent agenda and public comment period. Individuals who wish to address the Council are encouraged to sign in using the sign-in sheet in the Council Chambers or they may preregister to speak remotely using the link provided on the posted agenda. The Mayor opens the Public Hearing and the City Clerk notes the time for the record. Speakers are called forward in the priority in which they signed in, and are required to state their name and address. Comments are limited to the specific matter for which the Public Hearing occurs and are limited to three minutes, unless the Mayor permits a longer period. Written comments are permitted prior to and during the public hearing, and should be submitted to the City Clerk's office before the public hearing closes. The City Clerk enters written documents into the record, but they are not read aloud.

Once the speakers from the pre-registered and sign-in lists complete their comments, the Mayor offers time to any additional members of the public who wish to speak at the Public Hearing. After the Public Hearing closes, members of the public are not permitted to address the Council or staff on that specific issue during the meeting. Once the Mayor closes the Public Hearing, the City Clerk notes the time for the record.

With consideration of the above options and other materials, City staff crafted a draft Public Comment Policy, **Attachment 1**, for review. In the draft, a few items for discussion include:

1. Creating a comprehensive public comment policy
2. Use of sign-in sheets
3. Verification information
4. Duration of individual public comment
5. Duration of group public comment
6. Extension of public comment durations
7. Total duration of public comment periods and extensions

In addition to the draft policy, City staff created additional draft resources to help support Presiding Officers, body members, and staff. These resources include:

1. Public Comment Script
2. Notes regarding Public Comment

Next Steps. Review the draft Public Comment Policy and provide feedback.

Pending feedback, City staff would bring an updated draft Public Comment Policy to the City Council for consideration through a Resolution at a later date.

Commission on Equity Rules of Procedures: The current Commission on Equity Rules of Procedures includes Section 9 on Public Comment:

9. Public Comment

- 9.1. The Commission will provide the opportunity for public comment at Regular Commission meetings. Public comment at Special Meetings and Worksession meetings will be allowed at the discretion of the Commission.
- 9.2. Members of the public providing public comment must provide their name and city of residence.
- 9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period. Groups may be provided up to ten minutes, at the discretion of the Chair.
- 9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.
- 9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

Recommendations for Commission on Equity: Review draft Public Comment Policy and provide feedback for upcoming discussion with the Lacey City Council. The Lacey City Council is scheduled to review the draft Public Comment Policy at their Regular Meeting on May 7, 2024.

Attachment 1

DRAFT Public Comment Policy

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

There are several ways the [BODY] accepts public comment including:

In-person: Individuals, or a representative of a group, providing public comment in-person **are encouraged to / shall** use the sign-in sheet in the Council Chambers. Once the speakers from the sign-in lists complete their comments, the [Presiding Officer] **may call for additional speakers present in person.** In-person public comment occurs at Regular Meetings only.

Remotely: Individuals, or a representative of a group, providing public comment remotely must preregister at least two-hours prior to the meeting using the link provided on the Meeting' agenda. Remote public comment occurs at Regular Meetings only.

Written: Individuals, or a representative of a group, providing written public comment must do so by mail or email to [INSERT CONTACT] two hours in advance of the meeting. Comments received will be provided to the [BODY] prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record. Written public comment is accepted for Regular Meetings and Worksession Meetings.

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

The following rules apply to public comment:

1. The Presiding Officer will determine the order of receiving comments (e.g., in-person first, remote second, or a mix of in-person and remote, etc.). Speakers are called forward in the order in which they signed-in.
2. All individuals, or group representatives, providing comment must provide:
 - a. Name
 - b. City of residence or connection to the City, **and**
 - c. **Topic or subject matter of their comments.**

3. Individuals providing comment in-person or remotely are limited to **three** minutes, unless the Presiding Officer, with the consent of [BODY], permits a longer period. Individuals, or group representatives, may not donate time to another speaker.
4. Group representatives providing comments in-person or remotely are limited to **six** minutes, unless the Presiding Officer, with the consent of [BODY], permits a longer period. Individuals, or group representatives, may not donate time to another speaker. The Presiding Officer may interrupt and end public comments that continue beyond the allotted time limit or otherwise violate these policies.
5. If several people wish to speak to the same issue, the Presiding Officer, **with the consent of the [BODY]**, may limit the total amount of time dedicated to that specific issue (e.g., "12 minutes total will be allocated for X topic").
6. Public Comment is allotted for a total of **[twenty/thirty]** minutes. This period may end before this time if all registered individuals, or group representatives, have had the opportunity to speak.

This time allotment may be extended at the discretion of the Presiding Officer, **with the consent of the [Body]**.

The body may also elect to continue Public Comment as the final agenda item of the meeting, at the discretion of the Presiding Officer, **with the consent of the [Body]**.

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

Public Hearings

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

There are several ways the [BODY] accepts testimony at public hearings, including:

In-person: Individuals providing testimony in-person are encouraged to / shall use the sign-in sheet in the Council Chambers. Once the speakers from the sign-in lists complete their comments, the [Presiding Officer] may call for additional in-person speakers present at the Public Hearing.

Remotely: Individuals providing testimony remotely must preregister at-least two hours prior to the meeting using the link provided on the Meeting' agenda.

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

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

Procedure:

1. The Presiding Officer opens the Public Hearing.
2. The Presiding Officer will determine the order of receiving comments (e.g., in-person first, remote second, or a mix of in-person and remote, etc.). Speakers are called forward in the order in which they signed-in. The Presiding Officer, with the consent of [BODY], may separate commenters into groups favoring or opposing a proposed action, such as when the hearing is called to endorse or oppose a ballot measure.
3. All individuals providing testimony are required to provide:
 - a. Name
 - b. City of residence or connection to the City.
8. Comments are limited to the specific matter for which the Public Hearing occurs and are limited to [three] minutes, unless the Presiding Officer, with the consent of [BODY], permits a longer period. Individuals may not donate time to another speaker. The Presiding Officer may interrupt and end public comments that continue beyond the allotted time limit or otherwise violate these policies.

4. After the Public Hearing closes, individuals are not permitted to address the [BODY] or staff on that specific issue during the meeting.
5. The following are prohibited at Public Hearings:
 - A. Addressing topics unrelated to the Public Hearing item or other items that have specified Public Hearings.
 - B. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [BODY]'s work.
 - C. Disruptions and interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body or the audience when not recognized by the Body to speak.
 - E. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.
6. The Presiding Officer closes the Public Hearing.

NOT INCLUDED IN POLICY

Public Comment Script:

Public comment:

1. Now is the time to hear from our community. We welcome your comments which are very important to us.
2. Public comment is not a dialogue. The purpose of this agenda item is for YOU, to inform US, about your views. Comments made by members of the public are theirs alone and are not endorsed by the City.
3. Please provide your:
 - a. Name
 - b. City of residence or connection to the City, and
 - c. topic or subject matter of your comments.

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

4. Address your comments to the board as a whole, not to individuals. Courtesy is appreciated.
5. Comments are welcome on matters connected to City business or specific agenda items (unless matter has specified Public Hearing or relates to a quasi-judicial matter).
6. Comments/Testimony related to an agenda item with a public hearing will be provided during that specified Public Hearing, not during Public Comment or some other Public Hearing.
7. Each speaker is limited to three minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, you are invited to choose a single representative who may speak for the group. The total time allotted for public comment is [20 or 30] minutes. The [BODY] will hear comments in the following order: 1) those listed on the in-person sign-in sheet, and 2) those on that registered remotely using pre-registration.

8. If you have specific factual questions or complaints, please check in with City staff. They are here to assist you.
9. Demonstrations (clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. They disrupt the meeting and inhibit free speech rights.
10. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [BODY]'s work.

DRAFT

NOT INCLUDED IN POLICY

Notes regarding Public Comment:

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

Example: "Comments like those are deeply problematic and harmful, and wholly inconsistent with our community's values."

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

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

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

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

4. Members of the public do not have the right to DISRUPT the meeting. **However, mere words likely do not constitute a disruption in themselves.**
5. In cases of serious disruption, Washington state law allows you to:
 - a. Remove the disrupters (RCW [42.30.050](#))

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

See draft script below.

DISRUPTION SCRIPT for City Council or Advisory Boards:

INDIVIDUAL

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

LARGE-SCALE

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

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

We are adjourned as ordered. [GAVEL]

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

6. **In cases of perceived or actual danger, use the panic buttons and/or call/text 911.**

Public Comment Policy

Commission on Equity | May 6, 2024



Overview

- Commission on Equity Rules of Procedures – Public Comment
- Background
- Research
- Options
- Draft Public Comment Policy Discussion
- City Council Review scheduled for 5/7
 - Discussion / Future action



COE RULES OF PROCEDURES

9. Public Comment

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

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

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

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

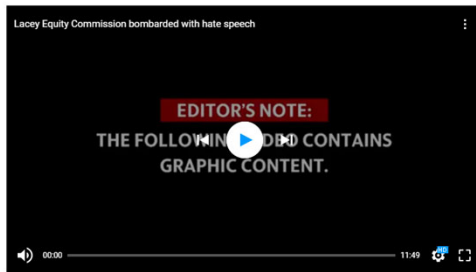
➡ 9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.



BACKGROUND

LOCAL Callers bombard Lacey Equity Commission with hate speech during Monday meeting

BY ROLF BOONE
UPDATED MARCH 26, 2024 1:44 PM



Callers used racist, anti-semitic language. Similar incidents have been reported in Pierce County.
BY CITY OF LACEY | CITY OF LACEY

The Lacey Equity Commission was subjected to racist and anti-semitic language

Neo-Nazis Zoombomb city council meeting in Ellensburg

ANNA ROSE staff writer Nov 7, 2023 Updated Nov 12, 2023

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The Ellensburg City Council was left scrambling to control public comment after six neo-Nazis took advantage of remote access via Zoom to spout profane anti-Semitic remarks at Monday night's meeting.



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NEWS

City councils address hate speech and 'Zoom bombing'

Following the recent wave of hateful comments, cities in King County and beyond have taken a step back to review their procedures.

By Cameron Sires • February 18, 2024 7:40 pm

f x e p q

A photograph of the exterior of Federal Way City Hall. The building is a modern, multi-story structure with large glass windows and a sign that reads "FEDERAL WAY CITY HALL 33325".

City councils address hate speech and 'Zoom bombing' at public meetings

Story by Cameron Sires • 1mo • 4 min read



City councils address hate speech and 'Zoom bombing' at public meetings
© Provided by Snoqualmie Valley Record

At a Jan. 8 Snoqualmie City Council meeting, the council and others witnessed virtual participants who spewed racial slurs and other hateful speech during public comments.

Snoqualmie is one of many cities that have recently experienced "Zoom bombing" — a term coined during the pandemic — that entail racial, antisemitic and other hateful speech during city council meetings.



BACKGROUND

DISCRIMINATION STATEMENT AND HATE SPEECH CONDEMNATION

Anti-Discrimination Statement and Hate Speech Condemnation

The City of Lacey (City) has no tolerance for discrimination.

The City is committed to fostering a diverse, inclusive, and equitable community where all individuals are treated with dignity and respect.

The City will not tolerate discrimination or harassment of any kind, including but not limited to discrimination based on race, ethnicity, creed, color, national origin, age, religion, sex, sexual orientation, gender identity and expression, veterans' status, marital status, genetic information, or the presence of any sensory, mental, or physical disability.

The City strives to create a culture that values and celebrates the unique perspectives and contributions of every individual. Discrimination undermines our core values and will not be tolerated in any aspect of our organization.

During the March 25, 2024 Commission on Equity meeting, a group of virtual participants made a series of reprehensible anti-Semitic, racist, sexist, and other discriminatory public comments. While the City supports the public's First Amendment rights, it does not tolerate hate and resolutely condemns these comments. Those who attempt to abuse the City's public forum in the future should be on notice that hateful speech or behavior will be swiftly condemned.



BACKGROUND

U.S. Constitution, Amendment I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or **abridging the freedom of speech**, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.



BACKGROUND

Hate Speech

From American Library Association:

"There is no legal definition of "hate speech" under U.S. law, just as there is no legal definition for evil ideas, rudeness, unpatriotic speech, or any other kind of speech that people might condemn.

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



BACKGROUND

Hate Speech

From American Library Association:

“In the United States, **hate speech is protected by the First Amendment**. Courts extend this protection on the grounds that the First Amendment requires the government to strictly protect robust debate on matters of public concern even when such debate devolves into distasteful, offensive, or hateful speech that causes others to feel grief, anger, or fear...Under current First Amendment jurisprudence, **hate speech can only be criminalized when it directly incites imminent criminal activity or consists of specific threats of violence targeted against a person or group.**”



BACKGROUND

Hate Speech

From RCW **9A.36.080**: Hate crime offense—Definition and criminal penalty.

(1) A person is guilty of a hate crime offense if he or she maliciously and intentionally commits one of the following acts because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory disability:

- (a) Assaults the victim or another person;
- (b) Causes physical damage to or destruction of the property of the victim or another person; or
- (c) Threatens a specific person or group of persons and places that person, or members of the specific group of persons, in reasonable fear of harm to person or property. The fear must be a fear that a reasonable person would have under all the circumstances. For purposes of this section, a "reasonable person" is a reasonable person who is a member of the victim's race, color, religion, ancestry, national origin, gender, or sexual orientation, or who has the same gender expression or identity, or the same mental, physical, or sensory disability as the victim. **Words alone do not constitute a hate crime offense unless the context or circumstances surrounding the words indicate the words are a threat. Threatening words do not constitute a hate crime offense if it is apparent to the victim that the person does not have the ability to carry out the threat.**



BACKGROUND

Public Comment:

Public comment is considered a “**limited public forum**” for free speech purposes.

Governments can regulate **the time, place, and manner of speech**, provided the regulations are **reasonable and content-neutral**.



BACKGROUND

Public Comment: Open Public Meetings Act, Chapter [42.30 RCW](#)

Must receive public comment **at all regular meetings of the governing body where final action is taken.**

- Worksessions by policy are Regular meetings

“Governing body” includes not just the main legislative body (city council, county commission, board of directors), **but also planning commissions, civil service commissions, and other policy and rule-making bodies and committees** that act on behalf of the governing body, conduct hearings, or take testimony or public comment.



BACKGROUND

Public Comment:

Public comment is not required at special meetings.

An agency can decide to accept public comment orally at the meeting or by written comment prior to or at a meeting.

If oral comment is allowed and an individual who has difficulty attending the meeting in-person requests an opportunity to provide oral comment remotely, the agency must provide this opportunity **when feasible**.



RESEARCH

AWC DEIB Forum: Hijacked by Hate Legal Considerations

Jill Dvorkin, MRSC Legal Consultant



Hijacked by hate speech

Deanna Dawson, AWC CEO
Jill Dvorkin, Legal Consultant, MRSC
April 5 | noon - 1 pm



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When Hate Comes to Town: Addressing Racist and Anti-Semitic Public Comment at Meetings

November 6, 2023 by Oskar Rey

Category: [Inclusive Communities](#), [Legislative Body](#), [Public Participation](#)

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Mastering meetings using Robert's Rules

50 Guidelines for Public Comment



INTRODUCTION

In recent years the climate for public comment at local government meetings—city councils, school boards, utility districts, etc.—has become much more challenging. People everywhere are feeling the stress brought on by the pandemic's suffering and loss, economic difficulties, greater hostility in the political sphere, and global concerns. This stress sometimes erupts in tense public meetings.

Online meetings have offered new opportunities for the public to become engaged, while also requiring public agencies to create a new technological framework for public comment. This guide



OPTIONS

Option 1: Eliminate all remote public comment

The City would still need to comply with [RCW 42.30.240](#)(2), which allows an individual for whom physical attendance is difficult to request remote public comment.

Not recommended for accessibility purposes.



OPTIONS

Option 2: **Limit public comment to items on the agenda**

Require that the comments be relevant to an item on the agenda. That requirement provides the presiding officer with the ability to quickly mute or disconnect a speaker that is not speaking to a matter of city concern.

However, this can put the presiding officer and governing body in the difficult position of deciding the point at which a speaker's comments are no longer relevant to agency business.

Not recommended due to issues with determining relevancy.



OPTIONS

Option 3: Take steps to determine the identity of speakers commenting remotely

Notably, determining the identity should *only* apply to individuals who wish to speak remotely during public comment.

Recommended the current practice in place is to require pre-registration two-hours in advance for all individuals wanting to provide remote public comments. Use sign-in sheets for in-person comment and request information:

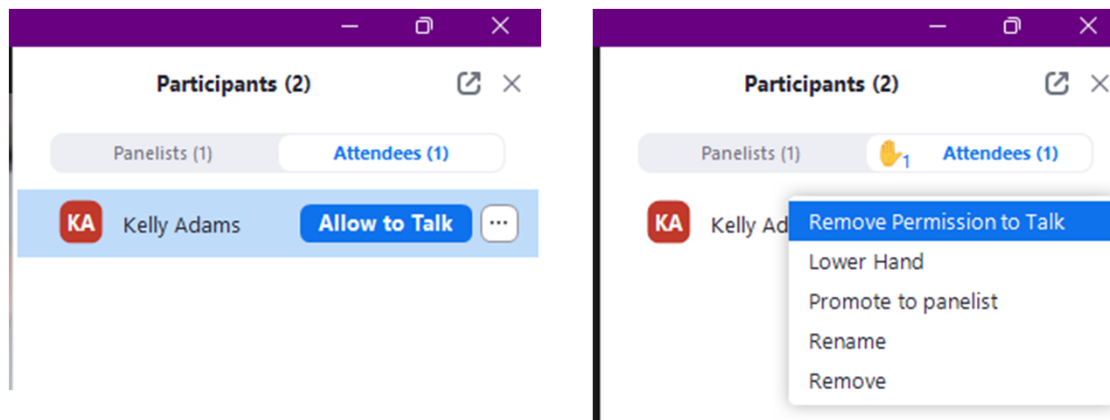
- Name
- City of residence or connection to the City
- Topic or subject matter of your comments



OPTIONS

Option 3: Take steps to verify the identity of speakers commenting remotely – [Updated Zoom protocols](#)

For virtual public comment, use the audience “Allow to Talk” function. Prior to moving on the next comment, “Remove Permission to Talk” function.



OPTIONS

Option 4: Create a universal time for Public Comment and use a timer to keep public comments to allotted times

Recommended - create a universal time allotment for individuals providing Public comment across City Council and Advisory Boards.

Once adopted, have Presiding Officers use a timer for public comment and promptly end comments when time has elapsed.



OPTIONS

Option 5: Create Standard Rules for Public Comment for Council and Advisory Boards

Recommend - create a standardized approach to public comment for City Council and Advisory Boards. Requires updates to policies.

Table A	
Public Comment Policies	
Body	Policy Document
City Council	Council Policies and Procedures Manual, 7.07 Order of Business
Advisory Boards	-
Commission on Equity	COE Rules of Procedures
Planning Commission	-
Historical Commission	-
Parks Board	Parks Public Hearing Procedure
Library Board	-
LTAC	-
Civil Service	Unknown
LEOFF	Unknown



CURRENT POLICY

[Council Policies and Procedures Manual, 7.07 Order of Business](#)

Polite but not standardized:

- “...**encouraged** to give their name and address for the record”
- “...**asked to** limit their address to three minutes”
- “...**may** limit”
- “...**may** interrupt public comments that **continue too long, relate negatively to others, or are otherwise inappropriate.**”



DRAFT POLICY

Overview:

- Define how the body accepts public comment
- Define rules for public comment, including prohibited items
- Define rules for Public Hearings

Additional Resources:

- Script for Presiding Officers / Bodies
- Notes on Public Comment for Bodies / Staff



DRAFT POLICY

Discussion include:

1. Create a comprehensive public comment policy
2. Use of sign-in sheets
3. Verification information
4. Duration of individual public comment
5. Duration of group public comment
6. Extension of public comment durations
7. Total duration of public comment periods and extensions

OPTIONS

Attachment 1

DRAFT Public Comment Policy

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

There are several ways the [BODY] accepts public comment including:

In-person: Individuals, or a representative of a group, providing public comment in-person **are encouraged to / shall** use the sign-in sheet in the Council Chambers. Once the speakers from the sign-in lists complete their comments, the [Presiding Officer] **may call for additional speakers present in person.** In-person public comment occurs at Regular Meetings only.

Remotely: Individuals, or a representative of a group, providing public comment remotely must preregister at least two-hours prior to the meeting using the link provided on the Meeting' agenda. Remote public comment occurs at Regular Meetings only.

Written: Individuals, or a representative of a group, providing written public comment must do so by mail or email to [INSERT CONTACT] two hours in advance of the meeting. Comments received will be provided to the [BODY] prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record. Written public comment is accepted for Regular Meetings and Worksession Meetings.



DRAFT POLICY

There are several ways the [BODY] accepts public comment including:

In-person: Individuals, or a representative of a group, providing public comment in-person **are encouraged to / shall** use the sign-in sheet in the Council Chambers. Once the speakers from the sign-in lists complete their comments, the [Presiding Officer] **may call for additional speakers present in person.** In-person public comment occurs at Regular Meetings only.

Recommended: "Shall" and no additional speakers

Remotely: Individuals, or a representative of a group, providing public comment remotely must preregister at least two-hours prior to the meeting using the link provided on the Meeting' agenda. Remote public comment occurs at Regular Meetings only.

Recommended: Continue with two-hours pre-registration, no additional speakers

Written: Individuals, or a representative of a group, providing written public comment must do so by mail or email to [INSERT CONTACT] two hours in advance of the meeting. Comments received will be provided to the [BODY] prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record. Written public comment is accepted for Regular Meetings and Worksession Meetings.

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



DRAFT POLICY

The following rules apply to public comment:

1. The Presiding Officer will determine the order of receiving comments (e.g., in-person first, remote second, or a mix of in-person and remote, etc.). Speakers are called forward in the order in which they signed-in.
2. All individuals, or group representatives, providing comment must provide:
 - a. Name
 - b. City of residence or connection to the City, and
 - c. Topic or subject matter of their comments.

Recommended: Provide all three



DRAFT POLICY

3. Individuals providing comment in-person or remotely are limited to **three** minutes, unless the Presiding Officer, with the consent of [BODY], permits a longer period. Individuals, or group representatives, may not donate time to another speaker.
4. Group representatives providing comments in-person or remotely are limited to **six** minutes, unless the Presiding Officer, with the consent of [BODY], permits a longer period. Individuals, or group representatives, may not donate time to another speaker. The Presiding Officer may interrupt and end public comments that continue beyond the allotted time limit or otherwise violate these policies.
5. If several people wish to speak to the same issue, the Presiding Officer, **with the consent of the [BODY]**, may limit the total amount of time dedicated to that specific issue (e.g., "12 minutes total will be allocated for X topic").
6. Public Comment is allotted for a total of **[twenty/thirty]** minutes. This period may end before this time if all registered individuals, or group representatives, have had the opportunity to speak.

Recommended: Three minutes

Recommended: Six minutes

Recommended: Body consent

Recommended: Est. total time



DRAFT POLICY

Public Hearings

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

There are several ways the [BODY] accepts testimony at public hearings, including:

In-person: Individuals providing testimony in-person are encouraged to / shall use the sign-in sheet in the Council Chambers. Once the speakers from the sign-in lists complete their comments, the [Presiding Officer] may call for additional in-person speakers present at the Public Hearing.

Remotely: Individuals providing testimony remotely must preregister at-least two hours prior to the meeting using the link provided on the Meeting' agenda.

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

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

Recommended: Similar to Public Comment



DRAFT POLICY

Procedure:

1. The Presiding Officer opens the Public Hearing.
2. The Presiding Officer will determine the order of receiving comments (e.g., in-person first, remote second, or a mix of in-person and remote, etc.). Speakers are called forward in the order in which they signed-in. The Presiding Officer, with the consent of [BODY], may separate commenters into groups favoring or opposing a proposed action, such as when the hearing is called to endorse or oppose a ballot measure.

Recommended: Allow to hear both sides of issue



DRAFT POLICY

NOT INCLUDED IN POLICY

Public Comment Script:

Public comment:

1. Now is the time to hear from our community. We welcome your comments which are very important to us.
2. Public comment is not a dialogue. The purpose of this agenda item is for YOU, to inform US, about your views. Comments made by members of the public are theirs alone and are not endorsed by the City.
3. Please provide your:
 - a. Name
 - b. City of residence or connection to the City, and
 - c. topic or subject matter of your comments.

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

4. Address your comments to the board as a whole, not to individuals. Courtesy is appreciated.
5. Comments are welcome on matters connected to City business or specific agenda items (unless matter has specified Public Hearing or relates to a quasi-judicial matter).



DRAFT POLICY

NOT INCLUDED IN POLICY

Notes regarding Public Comment:

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

Example: “Comments like those are deeply problematic and harmful, and wholly inconsistent with our community’s values.”

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

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



DRAFT POLICY

NOT INCLUDED IN POLICY

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

See draft script below.



Questions?

Draft Public Comment Policy Discussion – City Council Review scheduled for 5/7



2023-2024 LACEY YOUTH COUNCIL UPDATE

MAY 6, 2024



TERM IN REVIEW

- Thurston County Ballot Processing Center
- Public Safety
- North Thurston Public Schools and the City of Lacey
- Houselessness
- 2024 Lacey Youth Summit and Resource Fair



THURSTON COUNTY BALLOT PROCESSING CENTER

Lacey Youth Council Visits Ballot Processing Center

THURSTON COUNTY BALLOT PROCESSING CENTER

- Visited and toured the center on September 24, 2023
- The election center processes all ballots for Thurston County. The Ballot Processing Center is part of the Thurston County Auditors Office.
- During the tour they explained the path a ballot takes from the time you vote to when it is finally counted
- They have continuous live feeds of each step so anyone can watch them process ballots
- You can also track your mail-in ballot online to see where it is at and ensure it was counted
- Ballots are Mailed 20 days in advance of the election to eligible voters in Thurston County
- No postage is needed to mail the ballots back and there are 29 drop boxes in Thurston County to place them in.



BALLOT PROCESSING INFORMATION

- When picking up ballots from drop boxes there are always two people to ensure ballot security. They use tamper seals and logs to ensure the ballots are safe.
- Two staff people open the bags of collected ballots and ensure they have not been tampered with.
- They go onto a sorter that takes a photo of each ballot including a barcode with voter ID and signature. They sort them by precinct based on where you live.
- Every signature is checked in the database to see what is on file and what is on the ballot to make sure they match. Only validated signatures are counted toward votes.
- They open and inspect each ballot to make sure it is filled out correctly. If something is wrong with the ballot, like stray marks or food particles, it goes to inspection/audit.
- Ballots are scanned and tabulated by a machine.
- The initial results are released by 8 pm on the night of the election.
- Since ballots need to be postmarked by the date of the election the process to count can take days after the election to get full count.

BALLOT PROCESSING CENTER IN ACTION



Your Vote Counts...Get out and VOTE!





**LACEY YOUTH
COUNCIL PUBLIC SAFETY
TAKEAWAYS**



POLICING STRATEGY & ISSUES

- Lacey population has rose steadily every year
- 10,734 increase from 2016-2022
- Lacey has less officers than the state average
- Lacey worked to get to authorized staffing levels
- Community Connection/Caretaking
- Proactive/High Visibility
- Transparent/Accountable - Accredited





SRO PROGRAM

Goal : Remove barriers between officers and youth

Goal to staff one SRO per high school. Each SRO also provides middle and elementary outreach.

Encourage positive encounters, mentoring, coaching, and relationships with youth/family

Prevent involving youth with the criminal justice system



STRATEGIC RESPONSE TO HOMELESSNESS

- 
- 1 — Compassion & Collaboration
 - 2 — Linking Persons in Crisis to Resources
 - 3 — Civilian/Sworn Outreach to build trust
 - 4 — Individualized health outreach, case management, wrap around services
 - 5 — Clothing, water, blankets, assistance with cell service, documents, etc.
 - 6 — Rapid Response team to address abandoned property and debris

WHAT WE LEARNED

The police department has many different moving parts with amazing staff who help keep Lacey a safe and welcoming community.

NORTH THURSTON PUBLIC SCHOOLS

HOW LACEY AND NTPS WORK TOGETHER

- The City does not govern the school district (own elected body)
 - They do work together
- The City provides School Resource Officers
- The City also holds joint work sessions with NTPS



HOW THE DISTRICT OPERATES

- 5 elected Board member with 4 year terms
 - Gretchen Maliska- President
 - Jennifer Thomas- Vice President
 - Tiffany Sevruck
 - Espie Badillo-Diiorio
 - Michelle Gipson
- Follows a policy governance model



CULTURE OF KINDNESS

The 2023 – 2024 Compassionate Community Project is a Culture of Kindness. The goal is to celebrate 100,000 acts of kindness in the community during the school year



Share your acts of kindness!

www.nthurston.k12.wa.us/compassion



HOUSELESSNESS

HOMELESSNESS V. HOUSELESSNESS

Homelessness - The people that we see living on the streets. It brings the image of the stereotypical homeless person and not what it actually is.

Houselessness - What it actually should be referred to. Being without a current, steady place to live, like Couchsurfing, living in shelters, cars, and the streets.

POTENTIAL CAUSES OF HOUSELESSNESS AND EXPLANATIONS

- Lack of Affordable Housing
 - Without affordable housing options, members of our community can face eviction, instability, and houselessness
- Lack of housing
 - Due to the growing population, the housing market can't keep up. Leaving some without a proper place to live/their own place to live.
- Health issues
 - People with mental and physical health issues are known as high-risk members of our community, especially when it comes to their housing situations. Due to their mental or physical health, they might find it harder to keep up with payments among other things. Which could lead them to be houseless.

BOOK THESIS AND HOW WE CAN MAKE A CHANGE

Gregg Colburn's and Clayton Page Aldern's thesis -

- Houselessness is not primarily a drug, education, or employment issue. It's the issue of not having enough affordable housing to accommodate the growing population.

How to address homelessness:

- Addressing houselessness is not as simple as providing shelter. It also requires addressing the underlying issues that had led to houselessness in the first place. Those underlying issues include the inability to pay for essential services, mental health issues, and drug abuse.

LACEY YOUTH SUMMIT AND RESOURCE FAIR



PLANNING AND FOCUS

→ Food and games available

→ Drawings and prizes for attendance/activities

→ Opportunities for head shots and resume
consultation

→ Keynote: good communication and conflict resolution

→ Talks on financial literacy and mental health resources

→ Job/resource fair from organizations across Lacy

RESULTS AND HOW IT WENT

- Around 30 to 40 guests
- Education, community, and employment booths at fair
- Headshot station
- Presentation by Jill Busby on Communication methods
- Financial literacy (Twin Star)



Community Liaison Program Update

Commission on Equity | May 6, 2024



Overview

1. Review
2. Compensation
Recommendations
3. Potential Barriers



Background

- Commission on Equity presentations October 23, 2023, and December 26, 2023, introducing like kind programs and administration practices.
- Commission on Equity March 25, 2024, reviewed:
 - Scope of Work
 - Service Capacity
 - Qualifications
 - Application Considerations



Compensation Recommendation

Based on like kind compensation in the Thurston County area the recommendation for hourly Community Liaison services is:

- \$25 per hour
- Emergency Response paid at a 15% premium (\$28.75 per hour)

Table A
Like-Kind Position Compensation

Position	Base Compensation	Overtime / On-Call Compensation
City of Lacey: Seasonal and Part-Time Positions	\$16.28 - \$24.52 per hour	• Nights: 15% premium • On-Call: 1.5 hourly • Stand-By : \$3.75 extra
Olympia Health and Recovery Services: Peer Specialist Community Outreach	\$23.33 - \$30.89 per hour	N/A
Evergreen State College: Community Outreach & Environmental Educational Specialist	\$24.52 - \$32.93	Overtime eligible



Potential Barriers

- Volunteer Protection Limitations
- Insurance Requirements
- Business Registration



Volunteer Protection Act (VPA)

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 per year. Offering more than this threshold means volunteers will not benefit from these protections.

- \$500 = 20 hours at \$25 per hour (not including premiums paid for emergency response)
- 20 hours per year = .6 hours per month

It is anticipated Community Liaisons will be needed to aid the City with new and continuous projects in excess of 20 hours per year.

Recommendation: Hire Community Liaisons as 1099 Contractors to maximize capacity to serve the community as needed.



Insurance Requirements

1099 Contractors are required to enter into a service agreement with the City.

Contractors are required to maintain insurance, variable based on the services and scope of contract. **Potential** insurance requirements for services rendered as Community Liaisons **may** include:

- Commercial General Liability Insurance
- Auto Insurance

Recommendation: Explore options to reimburse contractors for insurance costs if they exceed 20 hours of service. Hourly threshold is based off a \$25 per hour compensation rate and subject to change.



Business Registration Requirements

Lacey Municipal Code (LMC) 5.12.010 requires persons engaging in business of **qualifying activities** in the City to register and maintain a business license.

The LMC allows a threshold exemption for **qualify persons** and businesses whose annual gross income is equal to or less than \$2,000.

- \$2,000 = 80 hours at \$25 per hour (not including premiums paid for emergency response)
- 80 hours per year = 6.7 hours per month

Businesses who are required to register for and obtain a City of Lacey Business License must have a valid business registration with the Washington State Department of Revenue (DOR) prior to City registration. Registered businesses must file tax returns, even if no tax is owed.



Business Registration Requirements

DOR requires **qualifying** businesses to register is the annual gross income is \$12,000.

Table A Business Registration Costs		
Agency	New Business Registration Fee	Annual Renewal Fee
Washington State Department of Revenue	\$50	\$5
City of Lacey	\$25	\$10

Recommendation: Explore options to align City of Lacey business registration requirements for **qualifying businesses** to align with DOR standards for **qualifying businesses** to reduce barriers to individuals hired as contractors.



Questions?

- Thoughts?
- Additions?
- Other considerations?



Utility Wrap Project Update

Commission on Equity | May 6, 2024



Overview

1. Background
2. Review submissions and recommendations for Council
3. Next steps



Background

- The City of Lacey adopted the 2022-2026 Public Art 6 year plan December 2, 2021.
- Commission on Equity RFQ presentation July 24, 2023.
- Initial RFQ July 21, 2023.
- Call for youth artists February 7, 2024.



PUBLIC ART PLAN

Draft 6-Year Art Plan – With Other Funding Sources

One-time Expenditures	Possible Location	Potential Funding Source	2021	2022	2023	
Readerboards		Art gen. fund, REET, LTAC				
Readerboard, Gateway, Art - Location (2024)	City entrances with high/ highest traffic counts					\$ 19,000
Gateway and Art - Location (2025 / 2027)	City entrances with high traffic counts					
Banners (2022 / 2024 / 2026)	Near city entrances and tourist destinations (Phase I)	Art gen. fund, REET, LTAC		\$ 20,000		\$ 19,000
Utility Wraps (2022 / 2024 / 2026)	Around the City	Art gen. fund, REET		\$ 15,000		\$ 19,000
						\$ 75,000

One-time Expenditures	Possible Location
Readerboards	
Readerboard, Gateway, Art - Location (2024)	City entrances with high/ highest traffic counts
Gateway and Art - Location (2025 / 2027)	City entrances with high traffic counts
Banners (2022 / 2024 / 2026)	Near city entrances and tourist destinations (Phase I)
Utility Wraps (2022 / 2024 / 2026)	Around the City



Submissions

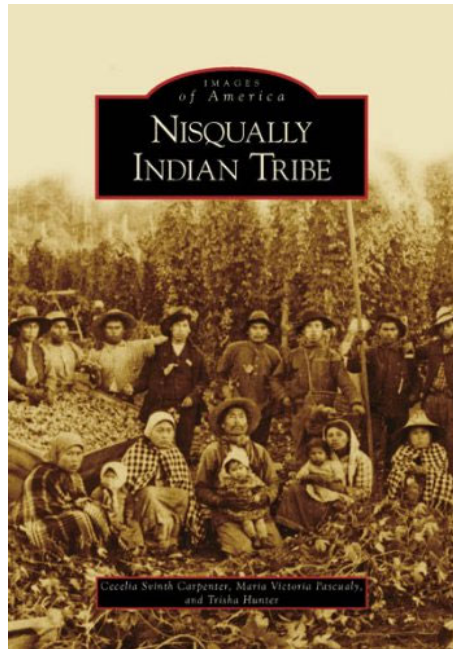
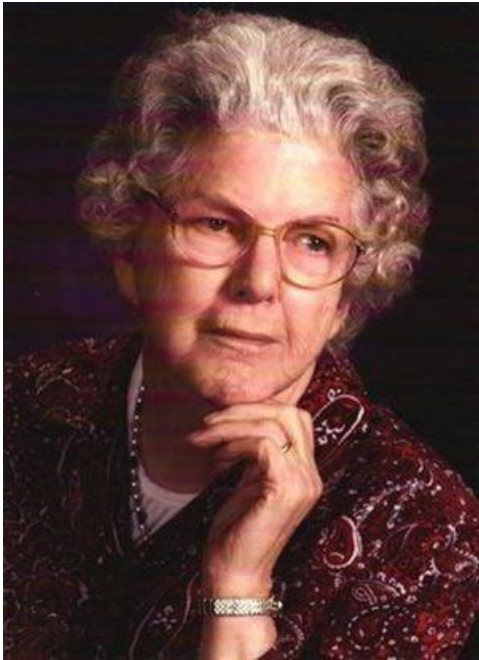
The City received 13 unique submissions from artists across the community, representing 7 of the 14 themes.

- | | |
|---|--|
| 1. 1984 Women's Olympic Marathon Trials | 8. Jose "Luvva J" Gutierrez, Jr. ★ |
| 2. Lisa Brodoff & Lynn Grotsky | 9. Vivian Hicks & Gladys Buroker ★ |
| 3. Cecelia Svinth Carpenter ★ | 10. Nat & Thelma Jackson * |
| 4. Virgil S. Clarkson | 11. Gene Liddell ★ |
| 5. Evergreen Ballroom | 12. Lacey-Minsk Mazowiecki Sister City Association ★ |
| 6. Karen Fraser | 13. Lacey Women's Club ★ |
| 7. Fred U. Harris Lodge #70 | 14. Luther J. Wyckoff ★ |



*An art piece representing Nat & Thelma Jackson was donated to the City and will be used for this project. This theme was not included in art requests to the community.

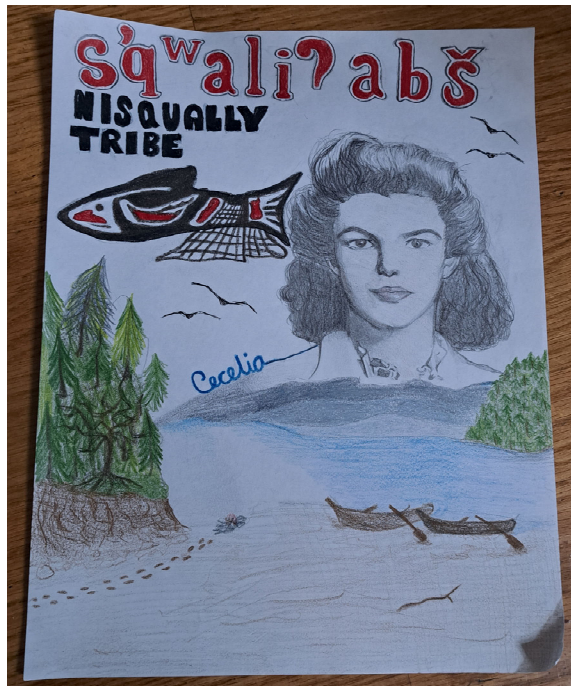
Cecelia Svinth Carpenter



Cecelia is recognized as a Nisqually tribal elder and historian. She meticulously documented Nisqually Tribe history. She worked 16 years as a teacher and became the author of 10 history books.



Cecelia Svinth Carpenter



"I drew Cecelia Svinth Carpenter, and her tribal logo, and the landscape is a colorized design from the cover of her book, Where the Waters Begin."

-Lena Fife
Age 13



Jose “Luvva J” Gutierrez, Jr.



Jose Gutierrez, Jr. is recognized as the founder of nonprofit Hip-Hop for the Homeless of Washington. He was an activist for restorative justice and the homeless.

Jose was a DJ at Evergreen’s KAOS.



Photo: KEXP, Courtesy of Gutierrez Family

Box Location: Marvin and Quinault

Jose “Luvva J” Gutierrez, Jr.



"This piece is about Jose Gutierrez. It's a boom box because he was a DJ but it has a peace sign sticker because he fought for peace and Black Lives Matter. The Olympia sticker is because he was from here in Olympia Washington.

-Brynn Dedman
Aspire Performing Arts
Academy



Vivian Hicks & Gladys Buroker



Vivian Hicks is recognized as the first woman to be issued a pilot's license in SW Washington. Hicks and her husband founded Empire Airlines, the first commercial airline in the northwest.

Gladys Buroker is recognized for her teaching ground school for early aviators at Saint Martin's College in the Civilian Pilot Training program. Buroker trained pilots throughout WWII.



Vivian Hicks & Gladys Buroker

"Stella has a special tie to the aviation community as I am a 3rd generation aviator in our family. I am a UH-60 Blackhawk Test Pilot, my father was a UH-1 Huey pilot in Vietnam, and my Great Uncle was a P5M-1 pilot in the Navy during WW2. This family history has peaked her interest in taking to the skies as well. Seeing two local female pioneers is very inspiring for her. We've recently moved back up here to Lacey from California where I was last stationed. We were fortunate enough to have been stationed here back in 2012 when Stella was born at Madigan Army Hospital, and are happy to be back in Lacey for a second time. I grew up on Vashon Island, and am glad to be able to have our girls grow up here in Lacey. Not only to be close to family again, but to be able to live in a community that feels close to one another, similar to that which I grew up in."

-Stella Morton
Chambers Prairie Elementary
Age 11



Lacey-Mińsk Mazowiecki Sister City Association



The City of Mińsk Mazowiecki is recognized at Lacey's Sister City, with twenty years of international friendship and cultural exchanges.

Mayor Marcin Jakubowski was presented with a key to the City of Lacey in 2012. A street named Lacey was unveiled in Mińsk Mazowiecki in 2022.

In 2022, the organization raised money for Ukrainian refugees living in Mińsk Mazowiecki.



Lacey-Mińsk Mazowiecki Sister City Association



"An art piece of a Polish girl overlooking a town holding the flag of minsk mazowiecki. This drawing is a representation of Minsk friendship and aid to the Ukrainian refugees."

-Elaina Colley
Age 12



Lacey Women's Club



The Lacey Women's Club is recognized as the longest continuous service organization in Lacey contributing time, property and money to support charitable causes.

The clubhouse is on Lacey's historic register, built in 1937.



Photo: Lacey Museum, Foy Collection

Box Location: Clearbrook and Lacey

Lacey Women's Club

"I chose the Lacey Women's Club because when I read the description, I thought about all the nice things that they would do if I saw them in real life. So I made a quilt of all the nice things that they did. There is a lot of stuff to know about the Lacey Women's Club. If I were in the club right now, I would help people, be nice to people, and I would be a good person, just like I am right now. And that is why I did the Lacey Women's Club."

-Cassidy Turner
Age 9



Gene Liddell



Gene Liddell is recognized as the first Filipina mayor in the United States. Gene promoted diversity in the community and programs to assist disadvantaged women and youth.

Gene worked to get Lacey named a Tree City USA for the first time.



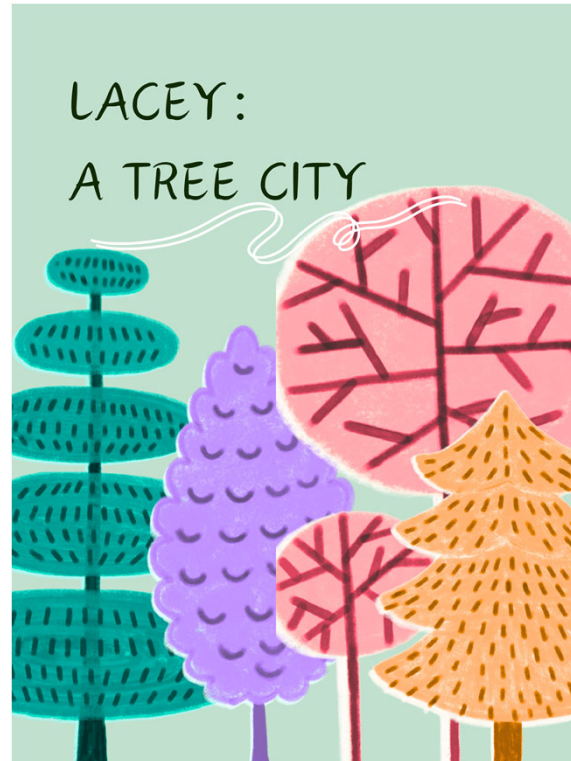
SUBMISSION #1



Gene Liddell

"Trees of different shapes in vibrant colors a literal translation of the name Tree City, but also represents the vibrant diversity in the Lacey community"

Design intended for main display of the utility box.



Gene Liddell

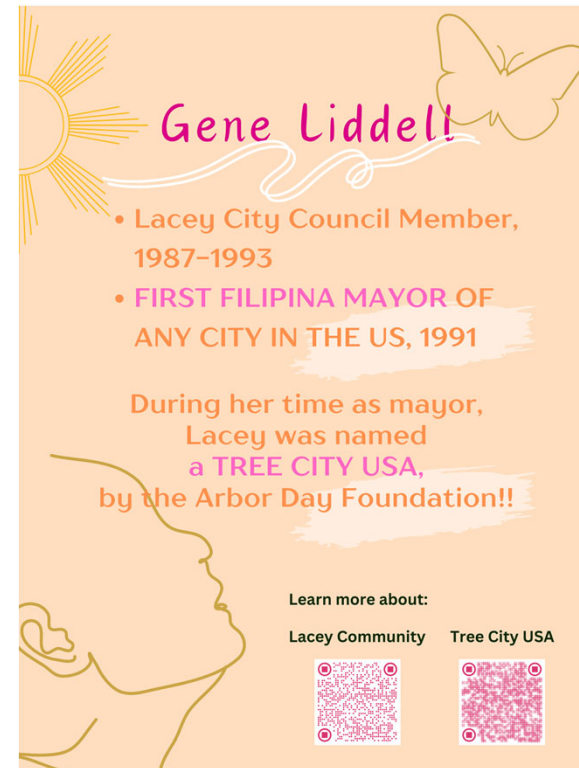
"Sun The sun is an eight-rayed golden sun symbolizing unity and freedom as part of the Philippines national flag
Sun also means source of power and growth

Butterfly In the culture of the Philippines, a visit of a butterfly means a visit from a departed loved one. It symbolizes the feelings of relief, love, inspiration and hope.
Butterflies are also important identifiers of the urban biodiversity. The use of the symbol here are to hope for a balanced and lively urban biodiversity of the Lacey area.

Woman face outline As the first Filipina mayor, Gene Liddell is an inspiration for all women and the marginalized communities.

QR Codes This image is a start of learning more about stories of Lacey. I hope people would be enticed to scan the QR codes to learn about other community voices as well as the Tree City USA program. "

Design intended for sides of the utility box.



SUBMISSION #2



Gene Liddell

"From Little Seeds Grow
Mighty Trees."

-Shekinah Lim



SUBMISSION #3



Gene Liddell

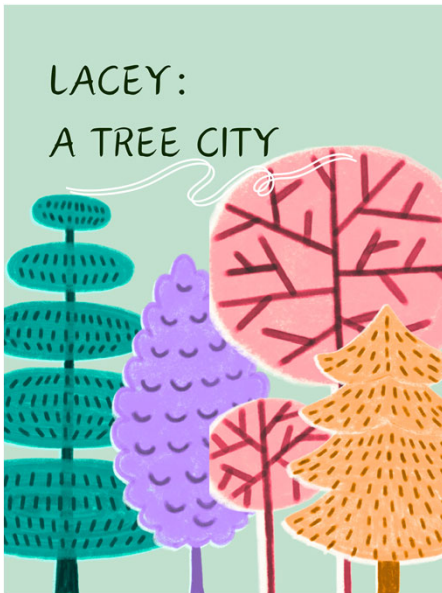


"Aria drew this piece in regards to gene liddells achievement for being the first filipina mayor. Aria is 25% filipino and always interested in learning more about her own heritage. Her trees in the photo represent how gene turned lacey into a tree city as that is something she and her family appreciates greatly about living in Lacey."

-Aria Cyr
Age 9



Gene Liddell Submissions



Luther J. Wyckoff

Luther J. Wyckoff is recognized for having the first commercial cultivation of lavender the United States. Lavender varieties Wyckoff Blue and Wyckoff White developed by and named for him.



SUBMISSION #1



Luther J. Wyckoff

"Here is my interpretation of a Lavender Farm in honor of Luther J. Wyckoff. In between the lavender I made brown walking paths to explore the flowers. I colored the rolling purple flowers from lighter purple to darker purple in position with the sun overhead."

-Grayson Wolden
Age 8



SUBMISSION #2



Luther J. Wyckoff



-Arianna Seng
North Thurston High School



Luther J. Wyckoff Submissions



Next Steps

1. Present to the Historical Commission 05.15.2024
2. Present recommendations to Lacey City Council 06.11.2024
3. Final approval from Lacey City Council 06.18.2024
4. Notify successful applicants
 - A. Execute agreements
 - B. Collect artist information for bio to be posted on the City website
5. Complete installation of vinyl wraps across the City and publish website content



Status Ratings

Each goal subarea will receive a status rating of Complete, Significant Progress, Progress, or Emerging. As part of the annual reporting process, these statuses are intended to be re-evaluated by the City, the Commission on Equity, and Lacey City Council.



Complete

Most or all strategies/benchmarks are being actively practiced or are completed.



Significant Progress

Many strategies/benchmarks are being developed or are actively being implemented or practiced.



Progress

Several strategies/benchmarks are being developed or are actively being implemented or practiced.



Emerging

Little or no work on strategies/benchmarks.

Subarea	Strategies and Benchmarks:	City Role	Dept. Role	Status
Equity Plan	A. Continue internal DEIB efforts, including adoption and implementation of a workforce equity plan, that transforms policies, systems, and practices and enhances cultural competency at all levels within the organization (Executive Team, Staff).	Lead	Leaders: CM, HR Partners/ Support: ALL	
Hiring and Retention	B. Continue to enhance recruitment efforts to attract, hire, and retain a workforce that reflects the greater community.	Lead	Leaders: CM, HR Support: ALL	
Development and Workplace	C. Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	Lead	Leaders: CM, HR Partners/ Support: ALL	

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
Equity Plan	A	Continue internal DEIB efforts, including adoption and implementation of a workforce equity plan, that transforms policies, systems, and practices and enhances cultural competency at all levels within the organization (Executive Team, Staff).	1	Perform an organization-wide Equity Assessment on a regular basis. Determine specific indicators based on assessment.	To be determined	No Equity Assessment performed to date. No indicators created.
Equity Plan	A	Continue internal DEIB efforts, including adoption and implementation of a workforce equity plan, that transforms policies, systems, and practices and enhances cultural competency at all levels within the organization (Executive Team, Staff).	2	Adopt a Workforce Equity Plan. Implement plan across Departments.	Annual	No Workforce Equity Plan to date. No implementation at this time.
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	1	Look for opportunities to expand operating procedures for pre-hire and recruitment, including increasing: a) advertisement of open positions with specific professional and minority-servicing organizations	Annual	In the past few years, the City expanded on-going recruitment efforts conducted by Human Resources, to include creating a Recruitment Coordinator position, in addition to the work done by other Human Resources staff. Human Resources currently performs outreach efforts to surrounding local high schools, assisting school counseling staff with job applications, coaching, and career path planning.

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
				and for candidate recommendations; and b) Continue to increase efforts to communicate and engage with the public regarding working for the City and current job openings at the City.		City staff also attend major career fair and expo events around the state and partner with hiring managers when available to provide on-site informational interviews. The City uses online tools and partner organizations for engagement and promoting job openings, some examples include: • Workforce – Employment Security Department • Surrounding cities and counties • Local high schools and colleges • The Korean Women’s Association • Joint Base Lewis McChord (JBLM) Veteran groups • Asian Pacific Cultural Center • Equity job boards, e.g., Native American Jobs • Vadis and Morningside (Supported Employment) Lacey Police Department (LPD) is involved with the 30x30 Initiative which is a coalition of police leaders, researchers, and professional organizations who have joined together to advance the representation and experiences of women in all ranks of policing across the United States. LPD command staff also attended trainings, like the Women in Law Enforcement Conference, to learn more about different perspectives within the field of law enforcement.
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented	2	Continue to evaluate recruitment life cycle process and remove barriers to City employment.	Annual	Over the past few years, the City revised its application review process, to include the following:

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
		workforce that increasingly reflects the greater community.				• For some jobs, a cover letter and/or resume are no longer necessary. • Application materials (resume and cover letters) are not distributed to the interview panel; only the hiring manager. • Names and other identifiable information on application materials (resume and cover letters) are redacted from materials provided to the hiring manager. • All job descriptions are reviewed for accuracy and inclusivity. • Many jobs at the City now include experience options for “Required Qualifications” in addition to education and certification(s). For example, “A high school diploma or equivalent and four (4) years or progressive experiencing involving...” • Some City departments removed all “preferred qualifications” from their listings. If a qualification is absolutely necessary, then it is listed under qualifications. • Interviewing can be a barrier for some, as such the City allows for skill assessments for some positions to help

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
						provide a more comprehensive evaluation of candidate’s ability to perform the functions of a job. • Lacey Police Department (LPD) is the most diverse law enforcement in the region. The following programs and initiatives have helped increase a wider diversity of experiences on the force: • LPD is involved with the 30x30 Initiative which is a coalition of police leaders, researchers, and professional organizations who have joined together to advance the representation and experiences of women in all ranks of policing across the United States. LPD command staff also attended trainings, like the Women in Law Enforcement Conference, to learn more about different perspectives within the field of law enforcement. • LPD reviewed and updated its qualifications and testing standards for officers to be more inclusive and attract a larger pool of candidates. The LPD recruitment team consists of representatives from a variety of backgrounds, including: race, ethnicity, and sex. • The LPD Explorer program is being enhanced to develop more interest in law enforcement careers.

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
						• LPD has streamlined the hiring process and increased transparency in person, in documentation and online to remove barriers and increase opportunities for all. • LPD has a mentor program for all candidates placed in backgrounds to provide transparency and to facilitate the process.
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	3	Work to establish learning objectives to enhance workforce. Engage with professional organizations committed to and specializing in advancing workplace equity.	Annual	City staff must attend annual trainings. Previous trainings have included: • City Policy Manual Annual updates • Monthly Safety Trainings • Foundations of Implicit Bias • A Framework for Ethical Decision Making. • Preventing Harassment, and Discrimination • Emotional Intelligence
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	4	Provide equitable job training opportunities to advance and support careers.	Annual	In 2022, the City started offering for tuition reimbursement for staff to pursue degree programs through accredited colleges and/or universities. City offers a variety of training opportunities through Washington Cities Insurance Authority (WCIA), Association of Washington Cities (AWC), and Summit Law. Departments have varying degrees of training and continuing education opportunities for staff.

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	5	Provide more internship opportunities across the organization to introduce young adults and community members to City careers. Enhance awareness of these programs working with partner entities.	Annual	In 2023, the City offered 3 internships and one veteran fellowship. Human Resources Recruitment Coordinator actively maintains a list of job fair participants interested in future internship opportunities and connects them with relevant postings at the City. Lacey Police Department (LPD) has a paid intern position to work in concert with our management analyst on crime analysis. LPD offers development opportunities for civilian community service officers to apply and transition into fully commissioned police officers. This program has successfully increased the diversity of commissioned officers.
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	6	Percentage (%) of job descriptions that incorporate equity as an essential function.	Annual	Eight (8) positions, or 2.4 %, of all positions list equity as an essential function. Currently six (6) Human Resource positions and two positions in the City Manager’s Office.
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	7	Staff demographics increasingly matches community demographics, at all departments and levels within the organization (e.g., race, ethnicity, sex, etc.).	Annual	See Appendix X for detailed overview and limitations (third party data collection, older data, misalignment with US Census Bureau information, etc.). The population of Lacey is made up of 31.7% people of color. • The City’s current full-time workforce is made up of 20.3% people of color (including all identified as Hispanic and Latino/a/x/e).

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
						- Non-management positions are 21.5% people of color (including all identified as Hispanic and Latino/a/x/e). - Management positions are 13.5% people of color (including all identified as Hispanic and Latino/a/x/e). The population of Lacey is made up of 51% females. - The City's current full-time workforce is made up of 33.1% females. - Non-management positions are made up of 37.7% female. - Management positions are made up of 34.6% female. See Public Safety, Strategy C, Benchmark 10, and Appendix X for more detailed information on the City's Police, emergency management, and animal services.
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	8	Percentage (%) of total job applications received from applicants increasingly matches community demographics (e.g., race, ethnicity, sex, etc.).	Annual	See Appendix X for detailed overview and limitations, e.g., applicant demographic data is provided on a voluntary basis by a third-party system. The population of Lacey is made up of 31.7% people of color. - The City's 2023 applicant pool was made up of 37% people of color (including all identified as Hispanic and Latino/a/x/e). The population of Lacey is made up of 51% females. - The City's 2023 applicant pool was made up of 32.4% females

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
Hiring and Retention	B	Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that increasingly reflects the greater community.	9	Staff retention over select intervals of time (e.g., 1 year, 5 years, 10 years) matches community demographics (e.g., race, ethnicity, sex, etc.).	Annual	Baseline data established in January 2024. The City intends to compare January 2025 data with the baseline next year.
Development and Workplace	C	Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	1	Establish a regular (2 years) City employee survey that includes questions on work environment. Create specific indicators based on the survey.	Every 2 Years	No survey to date. No indicators to date.
Development and Workplace	C	Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	2	Create internal leadership and/or mentorship program to support workforce development.	Annual	No formal internal leadership and/or mentorship program is established to date. Staff received annual City policy manual training with updates on training and development efforts. Human Resources (HR) working to develop new supervisory training in 2024, to include: • Collective Bargaining Agreement (CBA) • the City Policy Manual • Recruitment/hiring best practices and process • Benefits • Leave administration. HR is partnering with departments on: • Succession planning

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
						How to incorporate training and other professional development opportunities into staff goals to help support plans. Lacey Police Department has a candidate mentor program and Community Service Officer (CSO) development program. Since 2022, Public Works has offered an internal Controls Technician apprenticeship program in Wastewater and Water.
Development and Workplace	C	Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	3	Establish a baseline equity training program that would be required for all City staff. Incorporate this training into on-boarding for future City staff members. % of staff members that take the required equity training program increases and eventually reaches 100%.	Annual	There is no structured, baseline equity training required for all City staff. In 2021, the City started providing training beginning that support DEIB efforts. Trainings included: - Preventing Harassment/Discrimination - Implicit Bias 2021 - Ethics - Giving Feedback/Receiving Feedback trainings 2022 - Emotional Intelligence 2023. LPD completed all Washington State Criminal Justice Training Commission (CJTC) required annual equity training.
Development and Workplace	C	Continue to improve training, workforce development	4	Establish optional, advanced equity training for City staff. Require	Annual	There is no structured, advanced equity training available for all City staff or required for supervisors and City leadership.

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
		opportunities, and ensure the workplace is welcoming for all.		advanced equity training for all supervisors and City leadership.		Optional, advanced equity training options are available through Washington Cities Insurance Authority (WCIA), however no comprehensive or structured program exists. Supervisors and City leadership are required to be up-to-date on all required trainings. In 2023/4, the Parks, Culture, and Recreation Department held a four segment Racial Equity Challenge which consisted of short videos and follow up discussions facilitated with the help of Human Resources. Lacey Police Department (LPD) completed all Washington State Criminal Justice Training Commission (CJTC) required annual equity training.
Development and Workplace	C	Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	5	Establish a cross-departmental Equity Team (internal) sponsored by City leadership. Evaluate need for other internal support networks.	Annual	No cross-departmental Equity Team or committee (internal) exists to date.
Development and Workplace	C	Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	6	Create more opportunities for informal dialogue on equity.	Annual	No City-wide informal dialogue on equity opportunities exist to date.
Development and Workplace	C	Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all.	7	Integrate equity language (OFM glossary) into the City Policy Manual (internal).	Annual	OFM glossary is not integrated into the City Policy Manual to date.

Subarea	Strategies and Benchmarks:		City Role	Dept. Role	Status
Communications	A.	Implement the Communications Plan, including developing a Language Access Plan to improve communication accessibility, and continue to enhance the cultural relevancy of City materials.	Lead	Leaders: CM, PA Partners/ Support: ALL	
Engagement	B.	Continue to develop and implement engagement strategies that build community trust and increase participation of BIPOC and other underrepresented voices in local decision making, including on advisory bodies, task forces, and planning efforts.	Lead	Leaders: PA, CM, PCR, CED Partners/ Support: CA, PCR, CED	
Relationships	C.	Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entities, and community members through events, programs, forums, art, etc.	Lead	Leaders: PA, CM, PCR, CED, PD Partners/ Support: ALL	
Collaboration	D.	Create and maintain a clearinghouse of partner entities, advocacy groups, and community-wide DEIB efforts to help facilitate collaboration between local service providers to enhance engagement and connectivity.	Lead	Leaders: PA, CM, PCR Partners/ Support: ALL	

Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)														
Communications	A	Implement the Communications Plan, including developing a Language Access Plan to improve communication accessibility, and continue to enhance the cultural relevancy of City materials.	1	Develop and implement a Language Access Plan.	Annual	No Language Access Plan to date. In 2022 and 2023, the City increased language and accessibility features by launching a new website and legislative meeting portal. All public meetings are streamed online on the legislative meeting portal (with bookmarks), LaceyTV77, and YouTube. In addition, Council Meetings are also streamed on Facebook. Lacey Police Department (LPD) provides a bonus for bi-lingual officers and we use a telephonic translator service for in field contacts when necessary. Since 2021, the City has provided language translation services for customers and community members through Language Line. Every year, the use of these services has increased. <table><tr><th colspan="2">TABLE X</th></tr><tr><th colspan="2">LanguageLine Translation Services Minutes</th></tr><tr><th>YEAR</th><th>Total</th></tr><tr><td>2021</td><td>87.4</td></tr><tr><td>2022</td><td>448.8</td></tr><tr><td>2023</td><td>783.1</td></tr><tr><td>2024</td><td>366.4</td></tr></table>	TABLE X		LanguageLine Translation Services Minutes		YEAR	Total	2021	87.4	2022	448.8	2023	783.1	2024	366.4
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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
						Total 1,685.7
Communications	A	Implement the Communications Plan, including developing a Language Access Plan to improve communication accessibility, and continue to enhance the cultural relevancy of City materials.	2	Establish accessibility standards for print and digital materials. % of new City materials that meet accessibility standard increasingly gets to 100%. % of all City materials that meet accessibility standard increasingly gets to 100%.	Annual	Currently no materials are reviewed for accessibility standards for print and digital materials. Work on the Language Access Plan will include accessibility standards.
Communications	A	Implement the Communications Plan, including developing a Language Access Plan to improve communication accessibility, and continue to enhance the cultural relevancy of City materials.	3	The number or % of translated City materials increases each year aligned with the Language Access Plan.	Annual	No Language Access Plan to date. City currently translates most surveys into the top three to five languages spoken in Lacey at home other than English. Since 2021, the City has provided language translation services for customers and community members through Language Line. Every year, the use of these services has increased. Over the past four years, languages with the most minutes of translation services include Spanish (1,296), Korean (171), and Vietnamese (85), see Appendix X for more information.

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
Communications	A	Implement the Communications Plan, including developing a Language Access Plan to improve communication accessibility, and continue to enhance the cultural relevancy of City materials.	4	Use of closed captioning at public meetings increases each year and gets to 100%. The City strategically increases the use of translation and interpreter services for City events and programs.	Annual	City provides closed captioning on Zoom. In 2024, the City will start providing automatic closed captioning on LaceyTV77, its new cable and streaming service for all public meetings. LaceyTV77 also provides automatic language translation closed captioning City Council meetings. All public meetings are broadcast on YouTube which also provides automatic closed captioning. Automatic captions are generated by machine learning algorithms. Automatic captions might misrepresent the spoken content due to mispronunciations, accents, dialects, or background noise.
Communications	A	Implement the Communications Plan, including developing a Language Access Plan to improve communication accessibility, and continue to enhance the cultural relevancy of City materials.	5	<i>Community Survey</i> - % of individuals that received satisfactory public information is established and increases each survey. Scores are consistent across demographics.	Every 2 Years	No baseline.
Engagement	B	Continue to develop and implement engagement strategies that build community trust and increase participation of BIPOC and other underrepresented voices in local decision making, including on	1	Collect demographic data of boards, commissions, and ad hoc advisory groups. Evaluate the advisory board applications process to determine if the process can be more accessible.	Annual	No baseline. In 2024, Advisory Board Stipend Program and demographic survey was implemented, see Appendix X.

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
		advisory bodies, task forces, and planning efforts.		Advisory board membership increasingly matches community demographics (e.g., race, ethnicity, sex, etc.).		
Engagement	B	Continue to develop and implement engagement strategies that build community trust and increase participation of BIPOC and other underrepresented voices in local decision making, including on advisory bodies, task forces, and planning efforts.	2	Implement community programs that increase community participation and involvement from underrepresented community members, e.g.: a. Community Liaison Program b. Community Academies (City-wide) c. Community Dialogues and Focus Groups d. Advisory Boards	Annual	No Community Liaison Program. No Community Academy (City-wide) program. Lacey Police Department (LPD) provides an annual LPD Community Academy. LPD has racially and gender diverse community representatives as part of its CMIIT to investigate deadly force. LPD has a community advisory panel (CAP) to advise on the new police building. In 2023, the Commission on Equity held three community forums and one focus group. Lacey Parks, Culture & Recreation (LPCR) Department used an Outreach Team to help with the 2023 LPCR Comprehensive Plan update. The Outreach Team then changed to a Parks Task Force to represent various stakeholder groups in the community. (

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Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
						In 2023, the Lacey City Council adopted the Advisory Board Stipend Program. The program will be implemented in 2024. The City held numerous public hearings and other engagement events throughout the year.
Engagement	B	Continue to develop and implement engagement strategies that build community trust and increase participation of BIPOC and other underrepresented voices in local decision making, including on advisory bodies, task forces, and planning efforts.	3	% of City engagement opportunities that allow for online participation increases. Online engagement increasingly matches community demographics (e.g., race, ethnicity, sex, etc.).	Every 2 Years	The City does not currently track online opportunities or online engagement.
Relationships	C	Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entities, and community members through events, programs, forums, art, etc.	1	<i>Community Survey</i> - % of individuals that attended or participated in a City-sponsored event increases. Scores are consistent across demographics.	Every 2 Years	No baseline. Community Survey to occur in 2024.
Relationships	C	Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner	2	<i>Community Survey</i> - % of individuals that attended a local public meeting increases. Scores	Every 2 Years	No baseline. Community Survey to occur in 2024.

DRAFT

Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
		entitles, and community members through events, programs, forums, art, etc.		are consistent across demographics.		
Relationships	C	Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entitles, and community members through events, programs, forums, art, etc.	3	<i>Community Survey</i> - % of individuals that watched a local public meeting increases. Scores are consistent across demographics.	Every 2 Years	No baseline. Community Survey to occur in 2024.
Relationships	C	Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entitles, and community members through events, programs, forums, art, etc.	4	<i>Community Survey</i> - Percentage (%) of individuals that voted increases. Scores are consistent across demographics.	Every 2 Years	No baseline. Community Survey to occur in 2024.
Relationships	C	Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entitles, and community members through events, programs, forums, art, etc.	5	<i>Community Survey</i> – Other pertinent indicators determined by survey questions.	Every 2 Years	No baseline. Community Survey to occur in 2024.

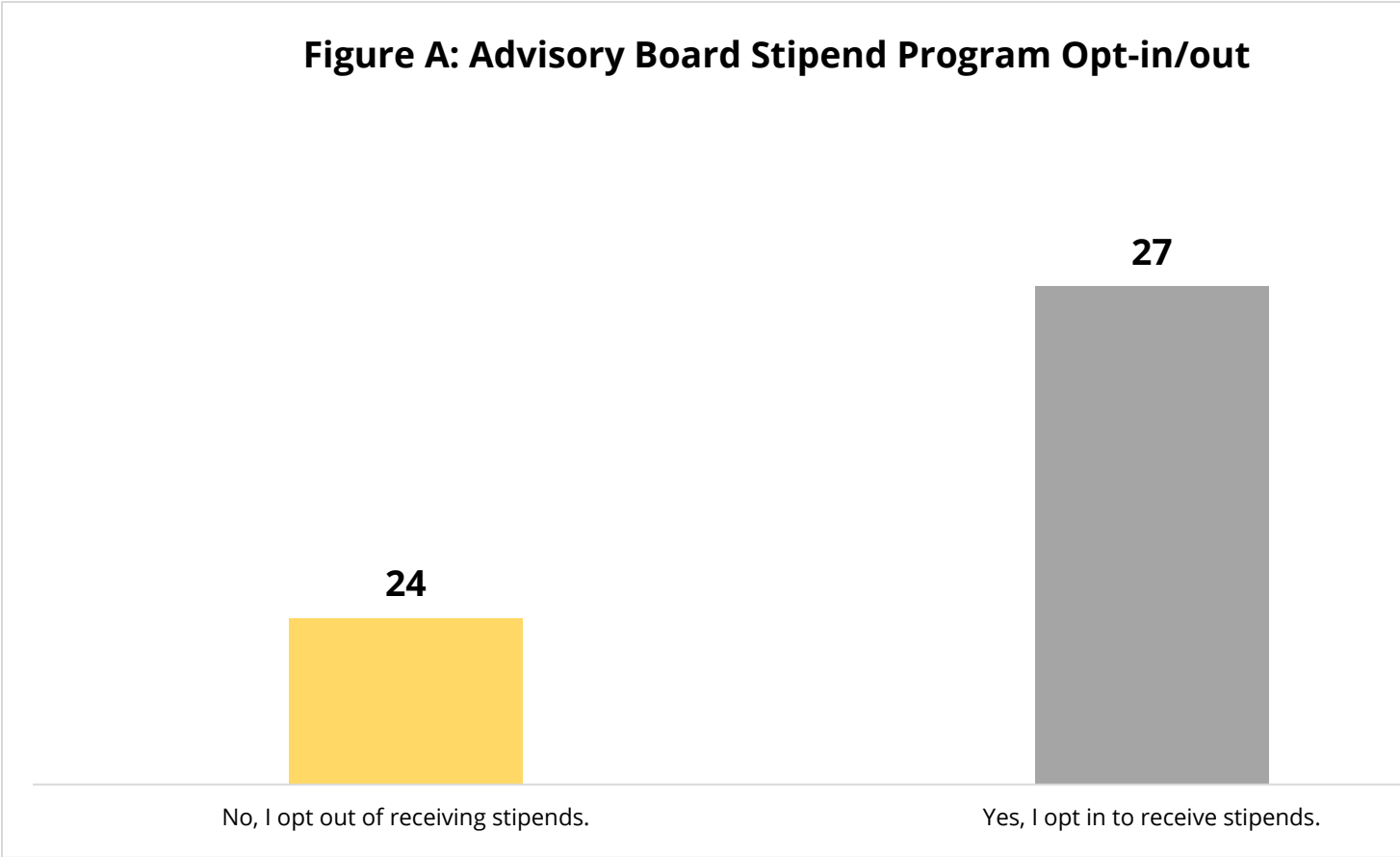
DRAFT

Subarea	#	Strategy	#	Benchmark	Potential Reporting Frequency	Baseline (2024)
Relationships	C	Enhance relationships and opportunities in the community for continued dialogue and knowledge-sharing among the City, partner entities, and community members through events, programs, forums, art, etc.	6	# of City engagement held at non-City events increases.	Annual	The City participated in 20+ non-City events in 2023. See Appendix X for a full list.
Collaboration	D	Create and maintain a clearinghouse of partner entities, advocacy groups, and community-wide DEIB efforts to help facilitate collaboration between local service providers to enhance engagement and connectivity.	1	Continue to support the Community Connectivity Assessment (CAA) and increasingly put it to use for a variety of City programs and events.	Annual	In 2023, 67 entities were in the CCA.
Collaboration	D	Create and maintain a clearinghouse of partner entities, advocacy groups, and community-wide DEIB efforts to help facilitate collaboration between local service providers to enhance engagement and connectivity.	2	Set-up regular meetings throughout the year with DEIB representatives. Collaborate on tools to increase knowledge, engagement, and connectivity.	Annual	In 2023, the Commission on Equity held a meeting with DEI representatives from NTPS.

Appendix X: Advisory Board Stipend Program and Demographic Survey

In 2023, the Lacey City Council adopted the Advisory Board Stipend Program policy and allocated \$50,000 for implementation in 2024. For more information on the Advisory Board Stipend Program see the Lacey City Council Policies and Procedures Manual, Section 2.17, https://cityoflacey.org/wp-content/uploads/sites/3/2023/12/CURRENT_COUNCIL_POLICIES_PROCEDURES_2023_Update-d-12.07.2023.pdf

The City implemented the Advisory Board Stipend Program in early 2024. Of the 51 individuals eligible to participate in the program, 27 opted-in (53%) and 24 opted-out (47%).



Demographic Survey:

In 2024, as part of the Advisory Board Stipend Program, the City performed a voluntary demographics survey of current Advisory Board Members. City staff presented the results of this survey to the Lacey City Council on April 16, 2024, see: <https://laceywa.portal.civicclerk.com/event/847/files/agenda/1944>

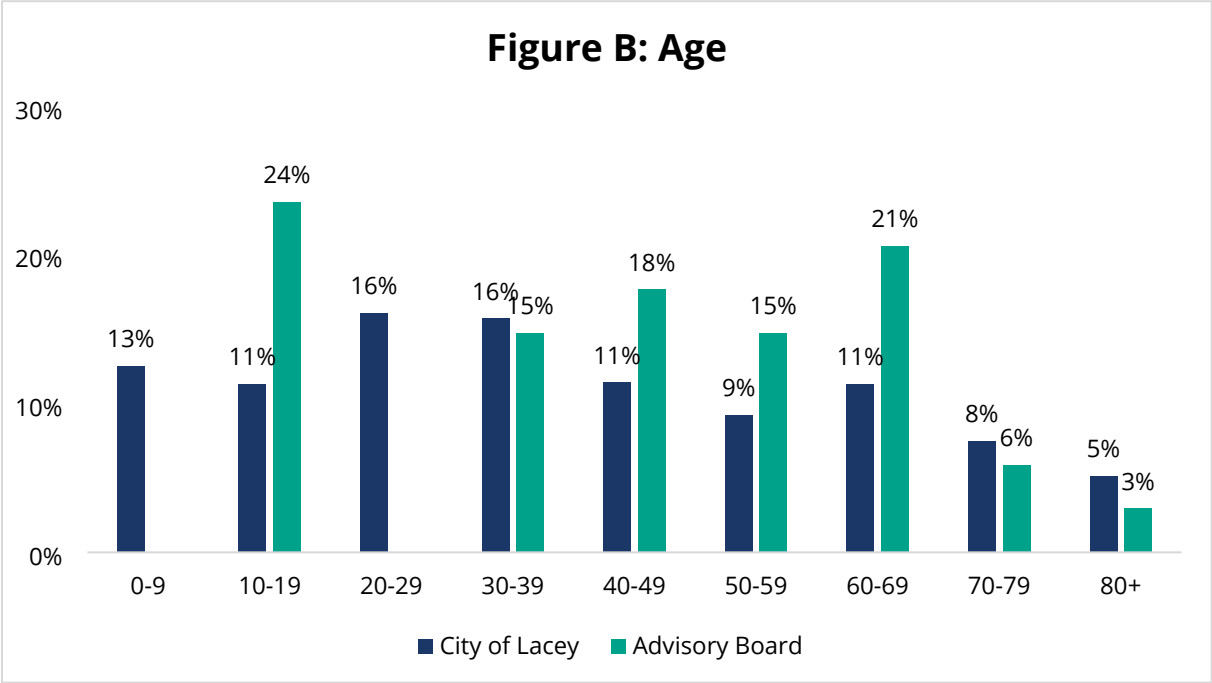
Of the 51 individuals eligible to take the survey, the City received 36 responses, for a response rate of 71%. Notably, all demographic questions were optional and as a result, some survey participants did not respond to every question.

Results of these questions, suggest that the following Census categories were underrepresented on City Advisory Boards compared to the population of Lacey:

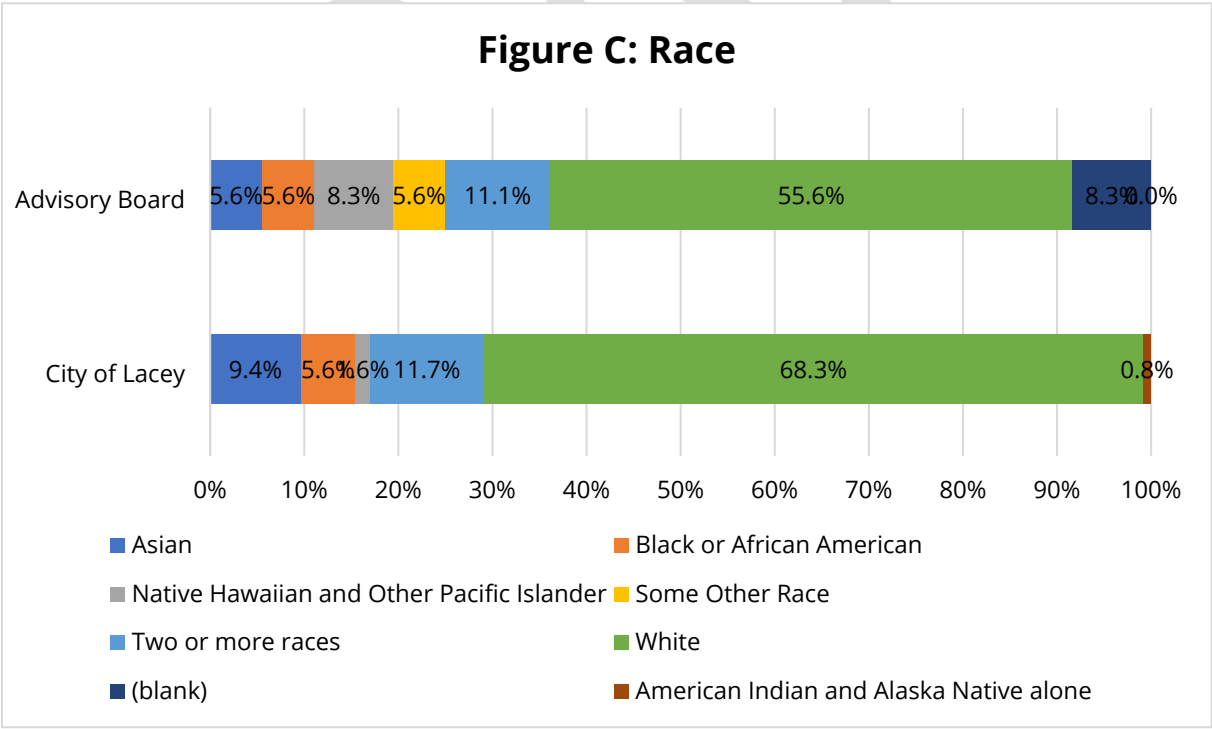
- 20 - 29 years of age
- Hispanic / Latino/a/e/x voices
- Household incomes under \$50,000

- Household incomes ranging from \$50,000 to \$100,000
- Renters
- Some College

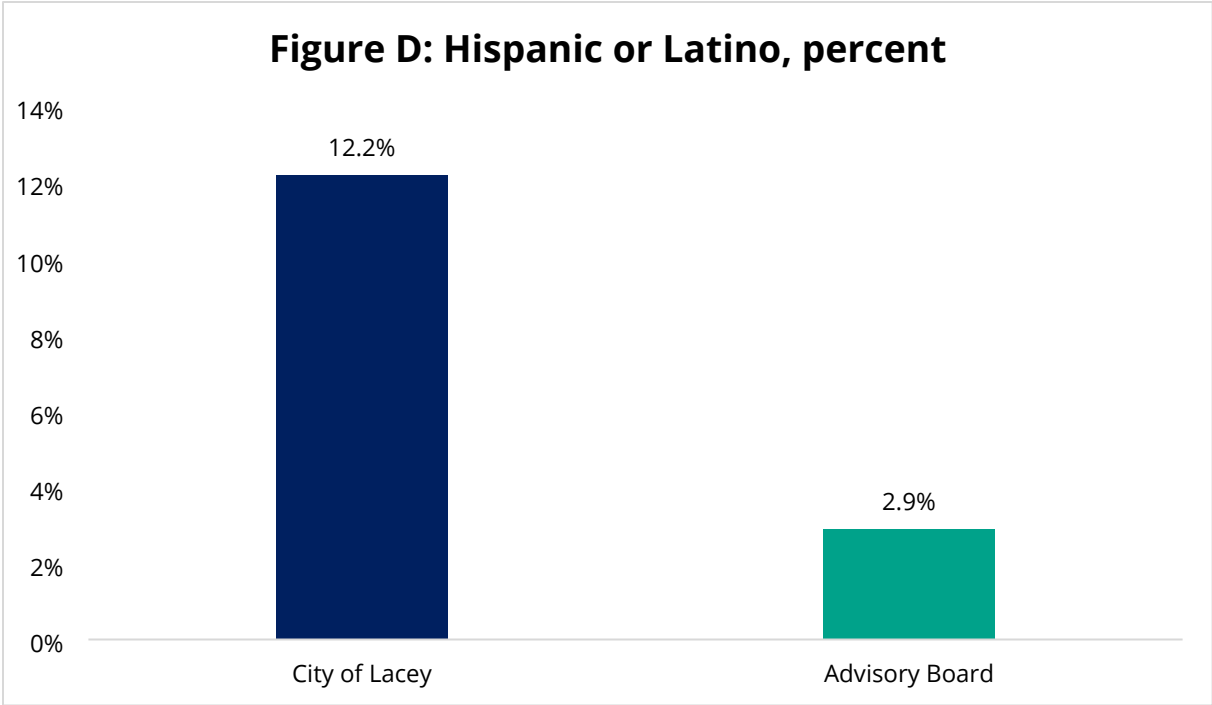
Q: What is your age category?



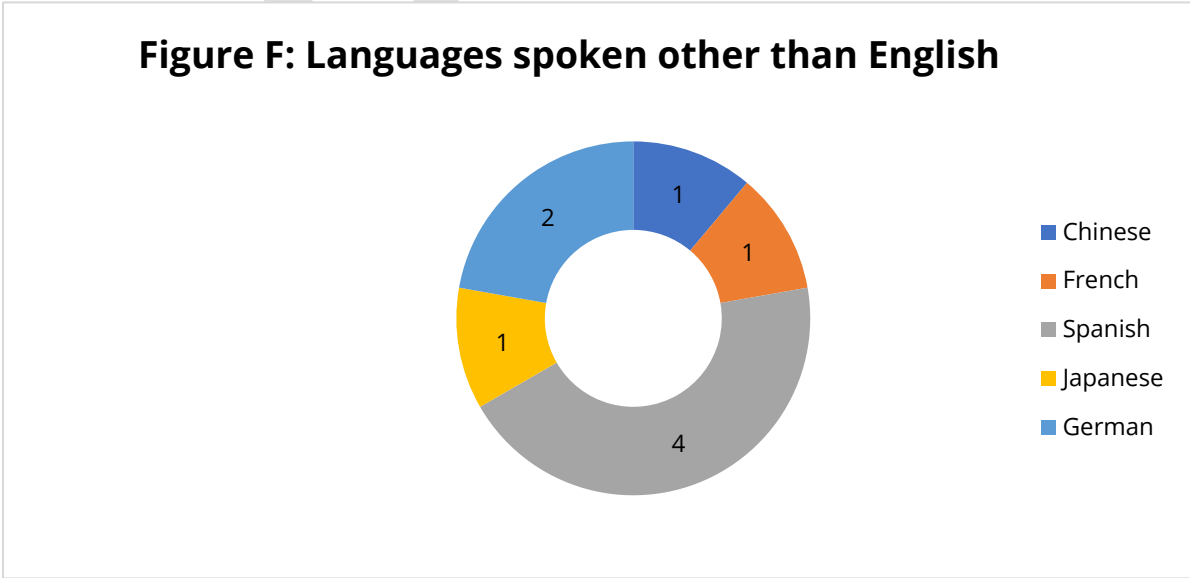
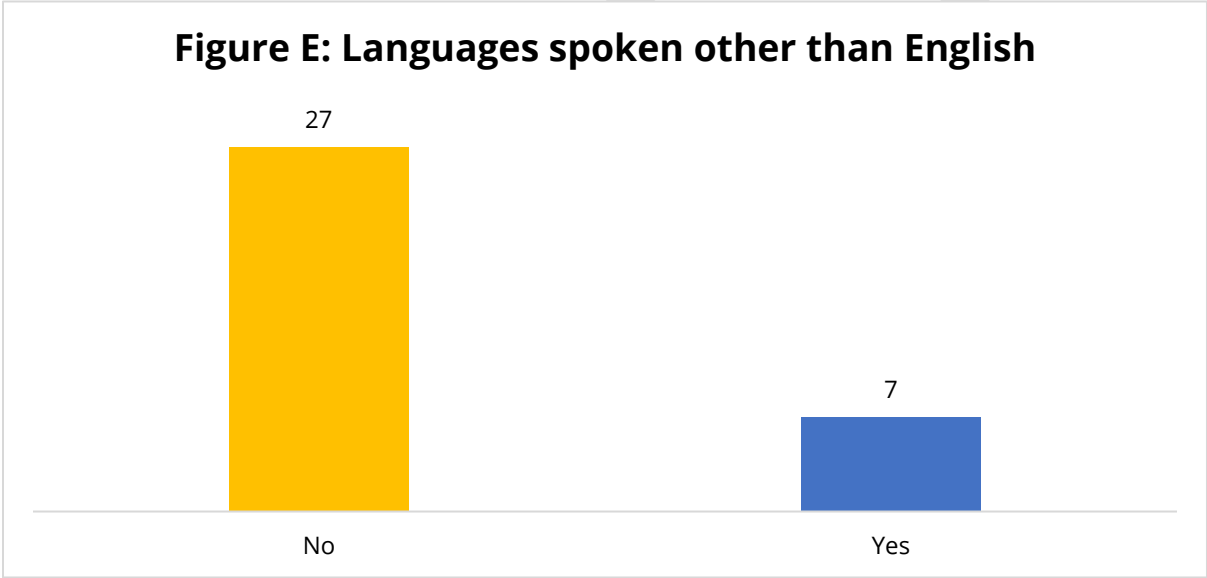
Q: Which best describes your racial identity? If multiracial, please select as many options as needed.



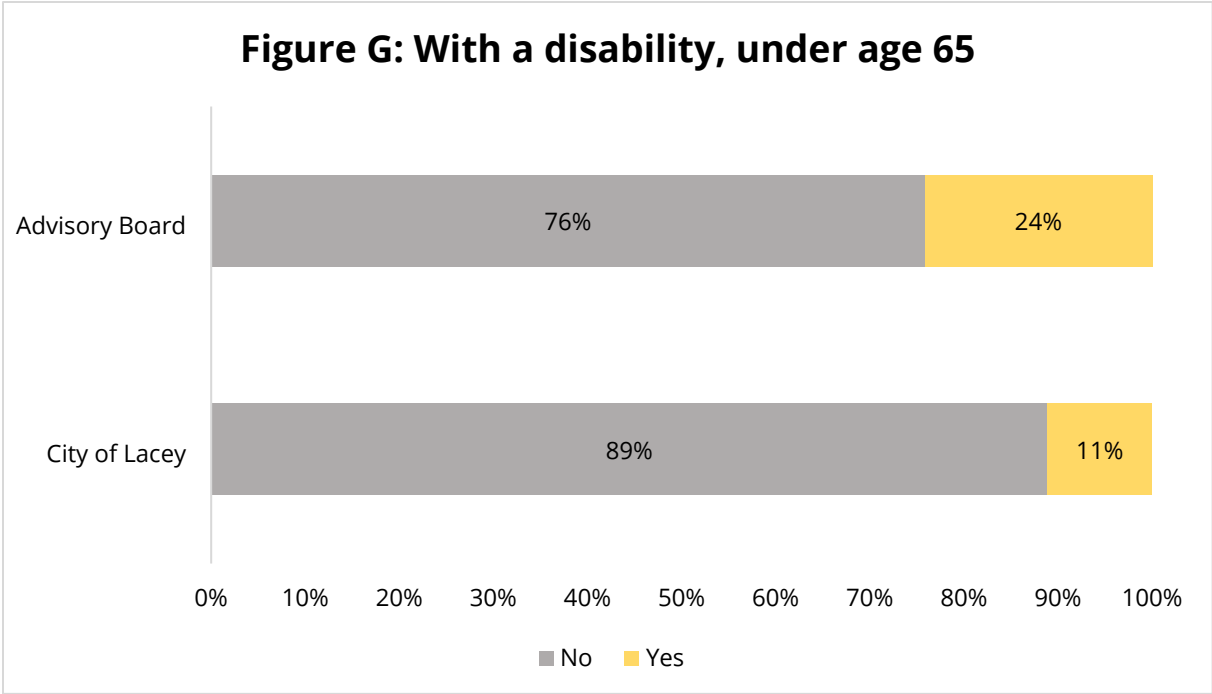
Q: Are you Hispanic or Latino?



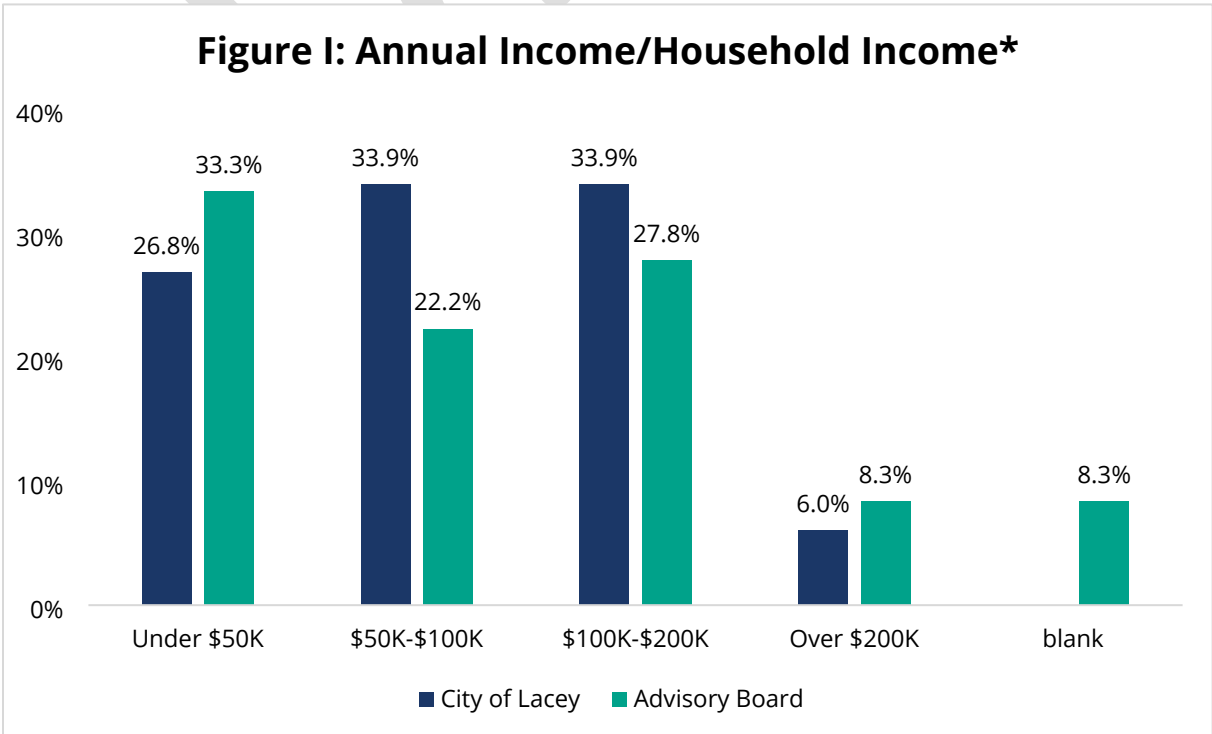
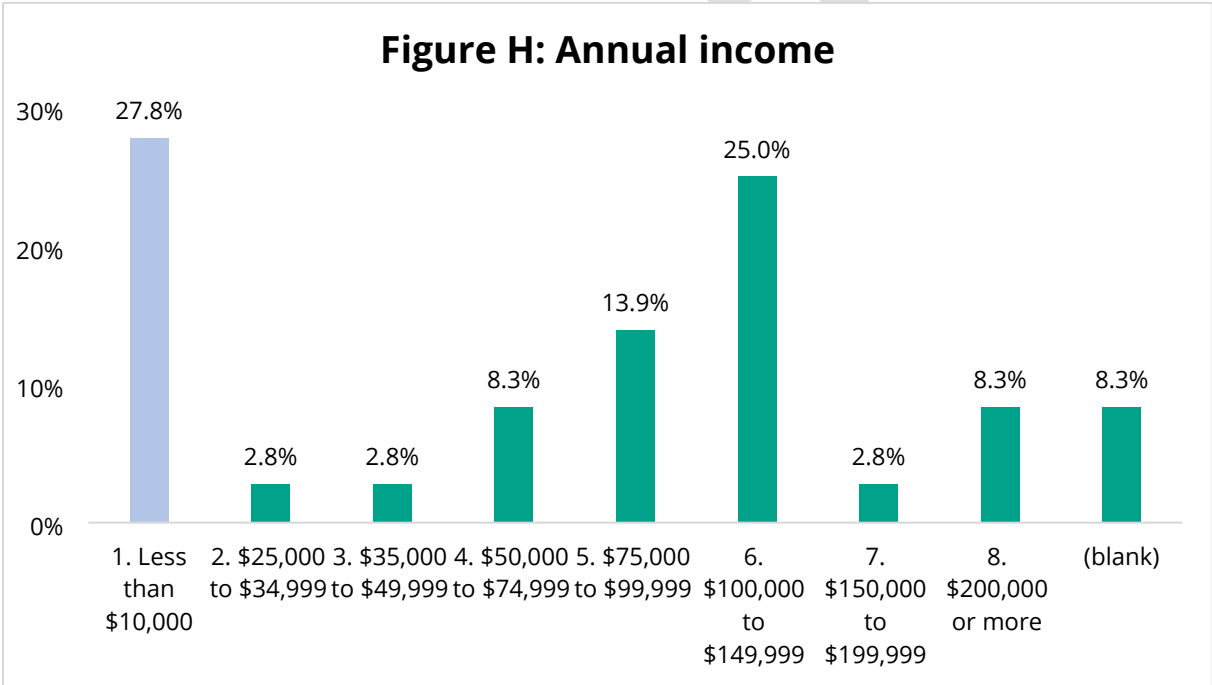
Q: Do you speak any languages other than English? What other languages do you speak?



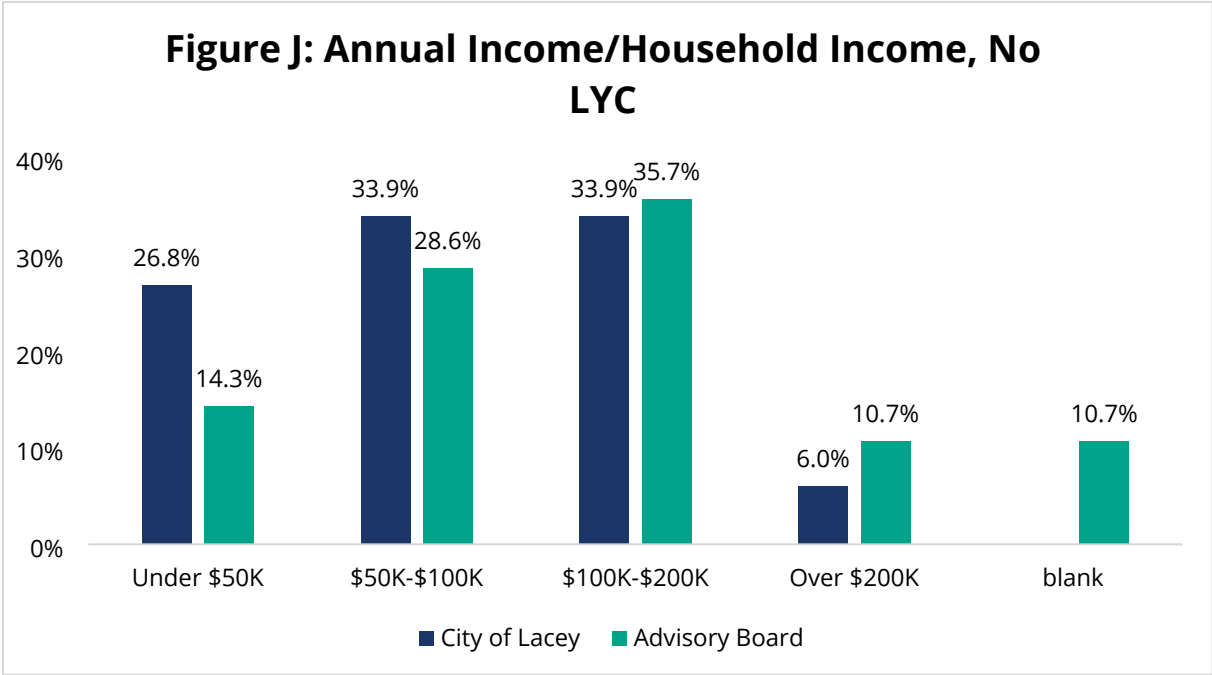
Q: Do you identify as a person with a disability? Please select as many options as needed.



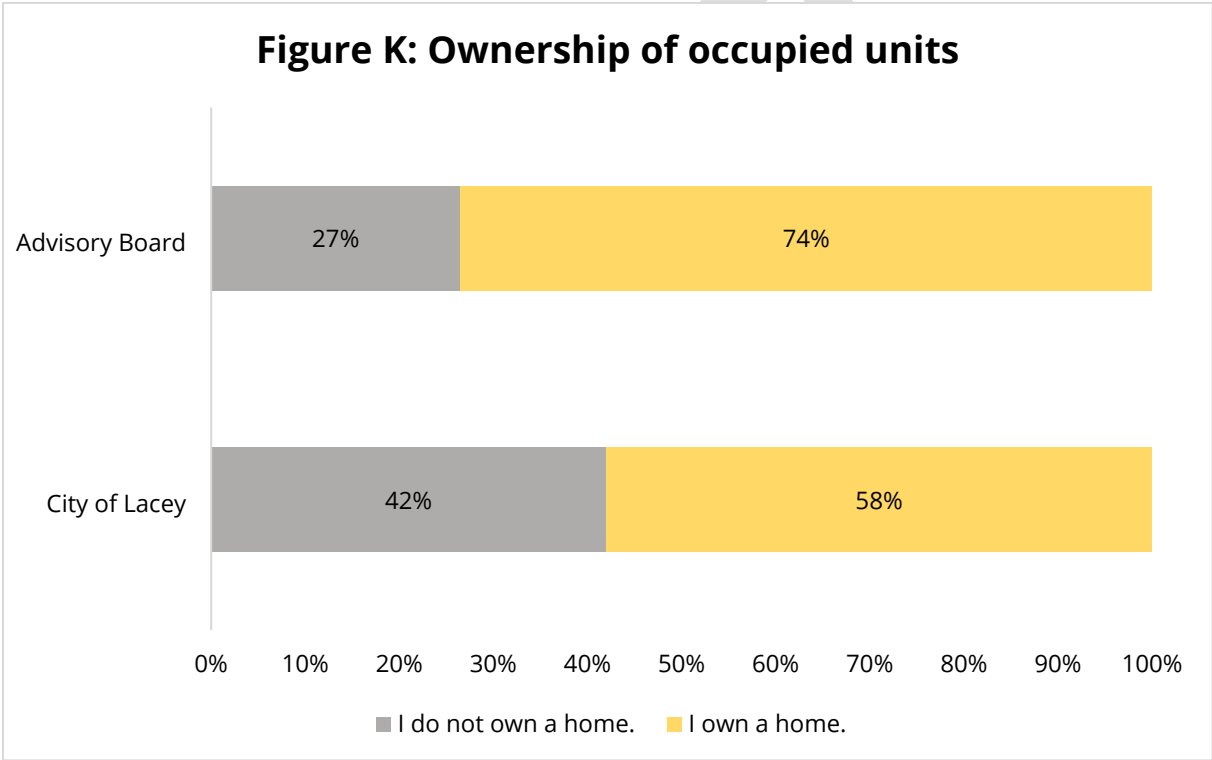
Q: What is your estimated annual income?

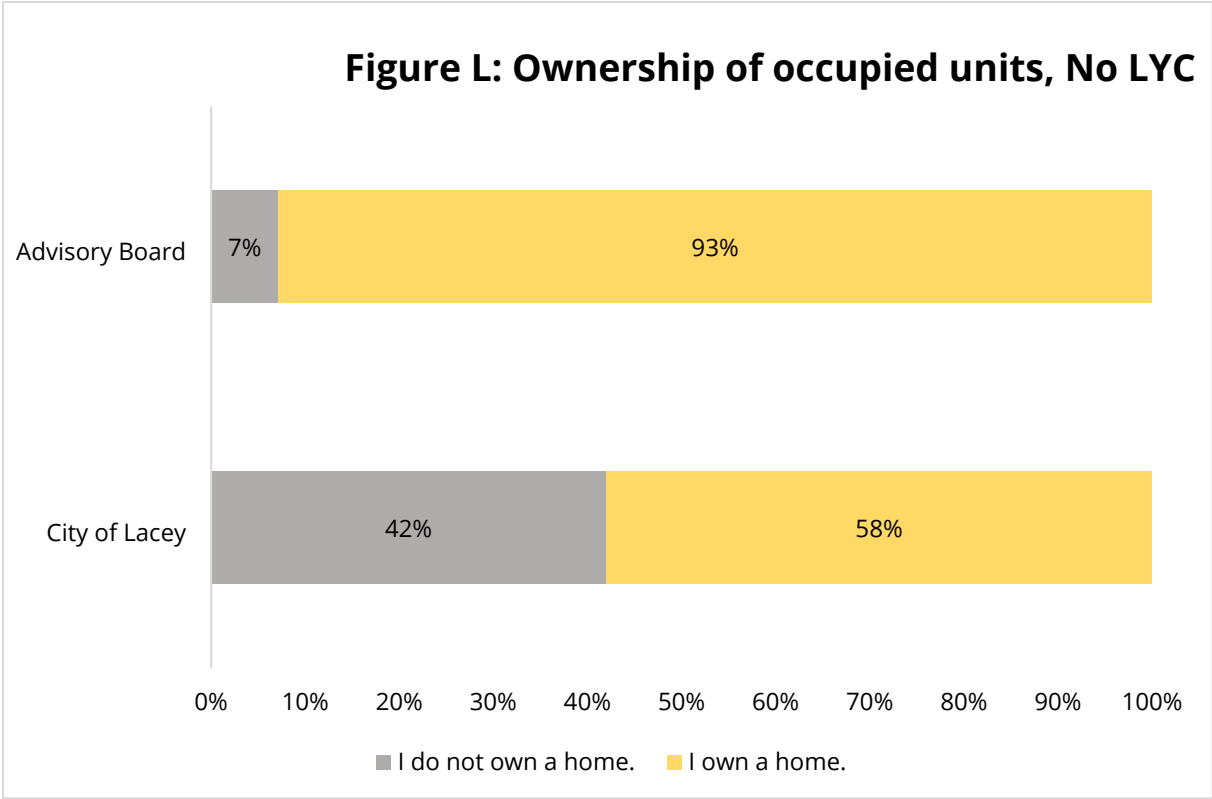


*Census asks for Household income, not annual income.

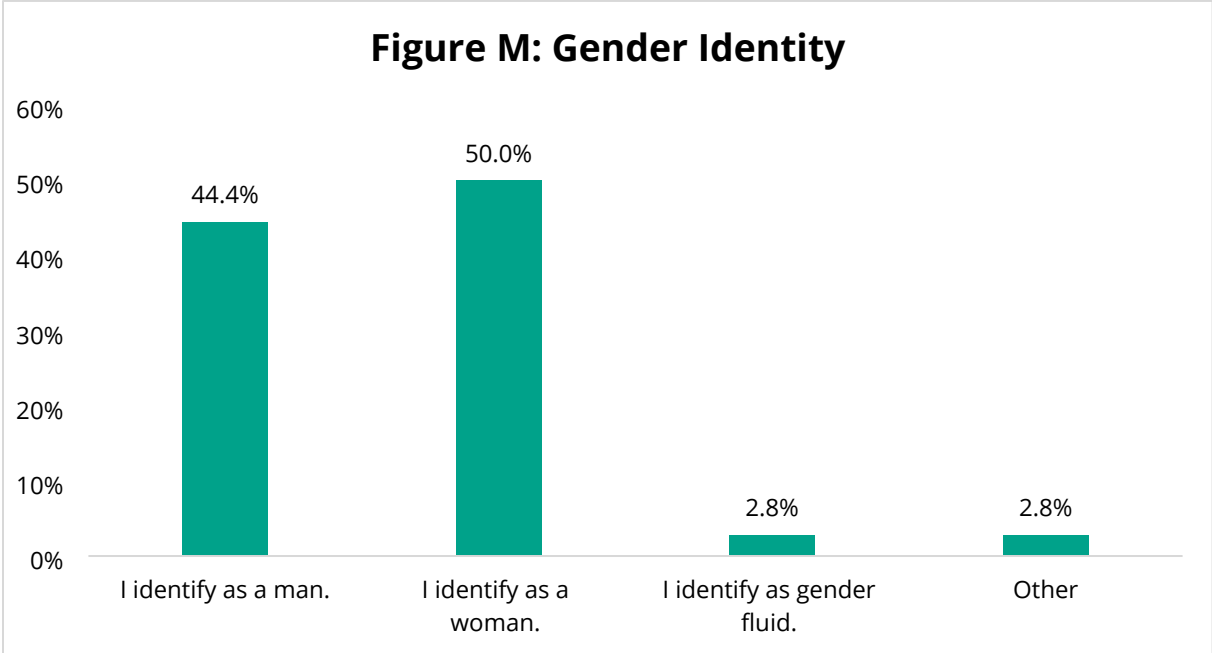


Q: Do you own a home?

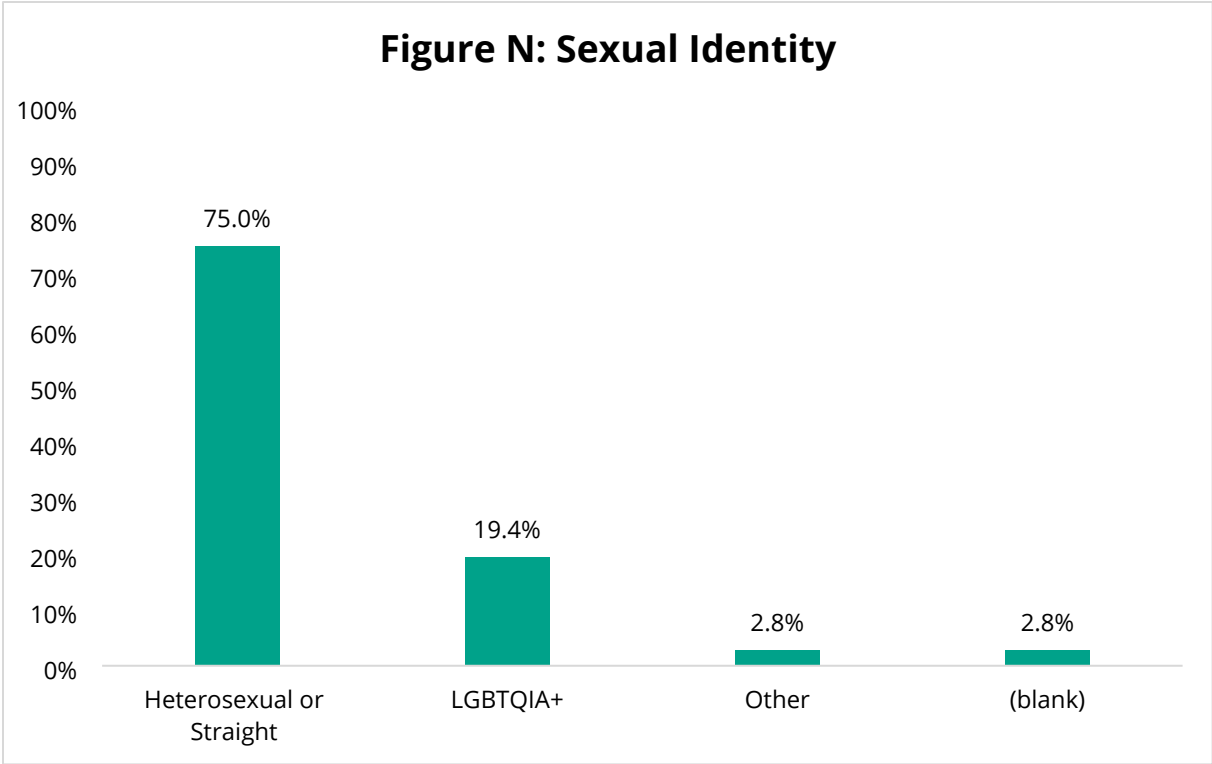




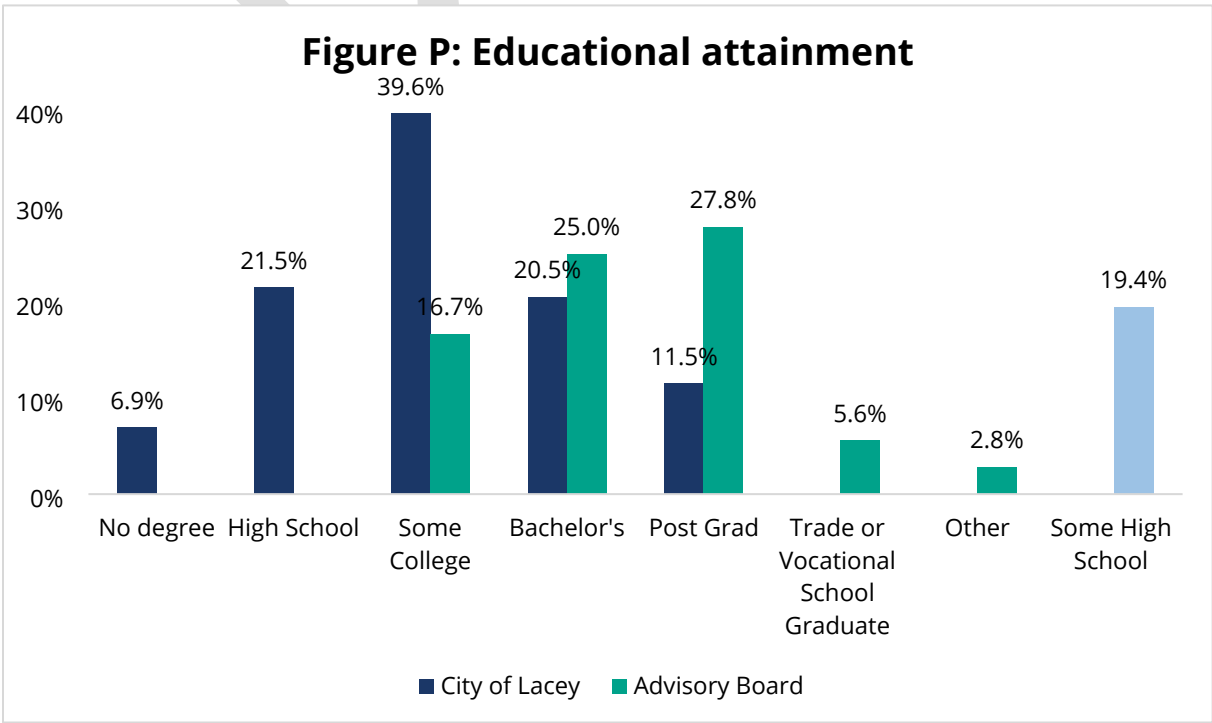
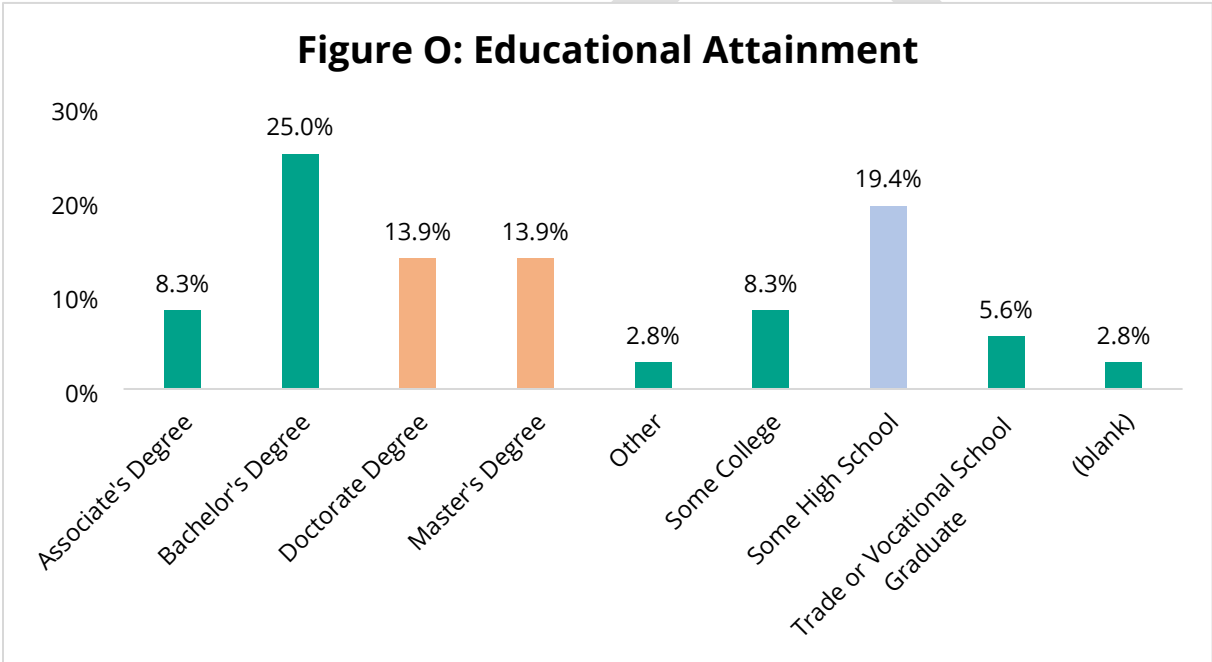
Q: Which best describes your gender identity?



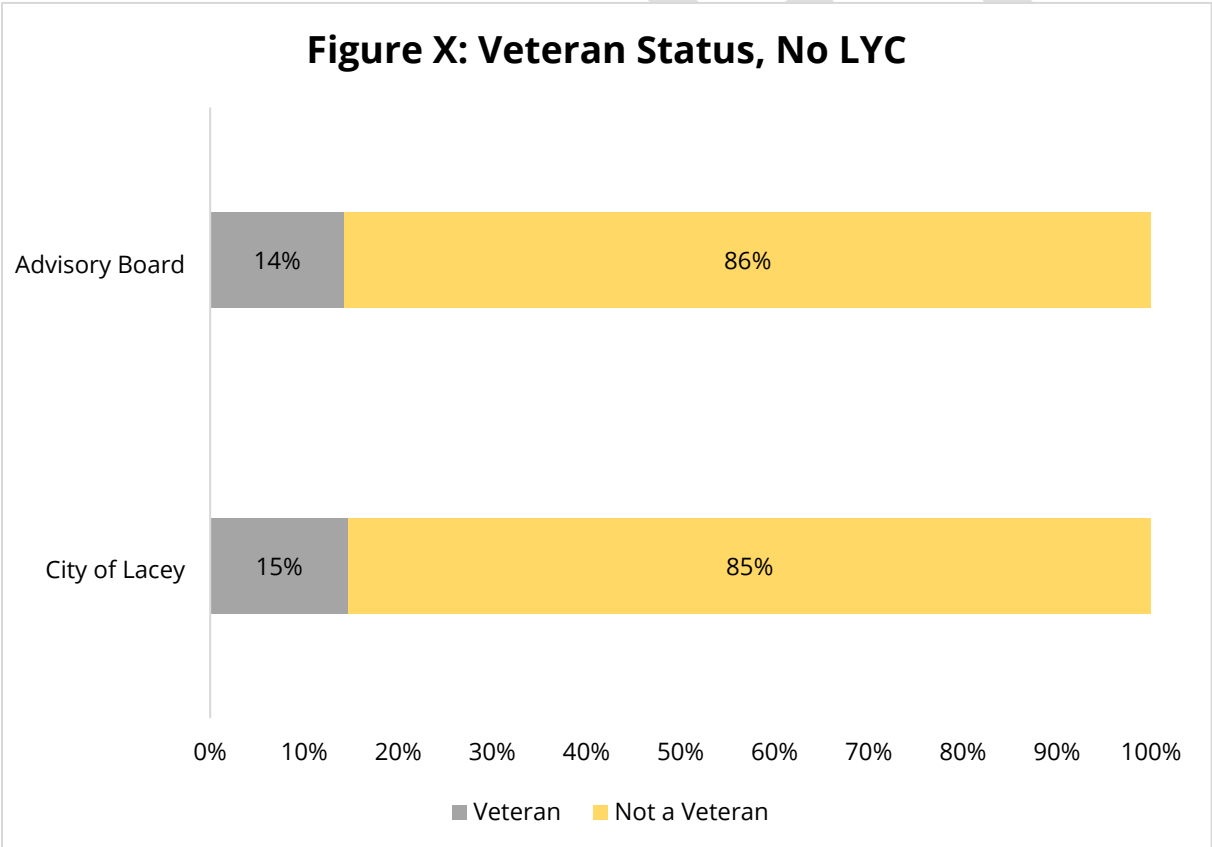
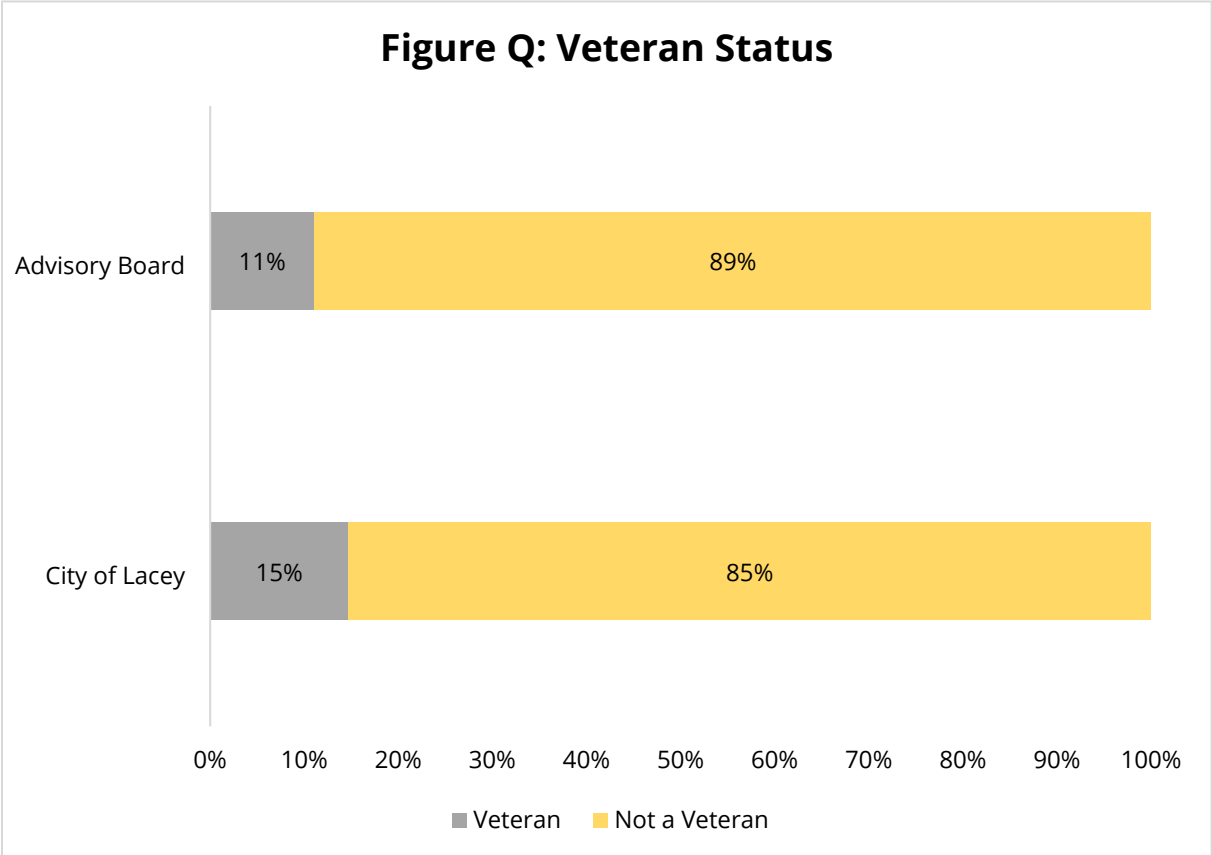
Q: What is your sexual orientation?



Q: What is the highest level of education you completed?



Q: Are you a Veteran?



Next Steps:

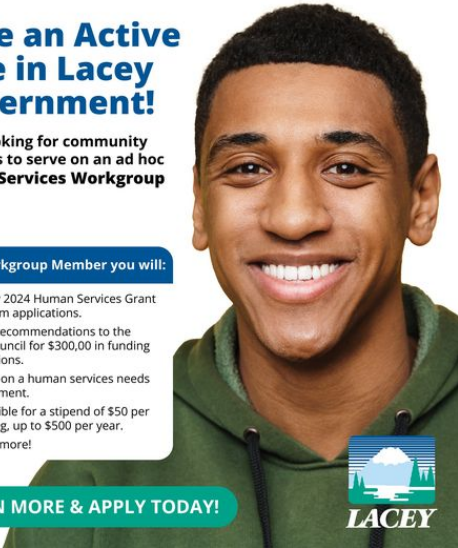
Pending budget approval, the City will continue to provide the Advisory Board Stipend program and plans to perform a demographic survey of Advisory Boards annually. The City is using this information to inform future outreach and engagement efforts. For example, with the new Ad Hoc Human Services Workgroup, the City created targeted social media advertisements aimed at increasing applications from underrepresented categories, see below. In addition, the City reached out directly to non-profits and organizations in the community.

Take an Active Role in Lacey Government!

We're looking for community members to serve on an ad hoc Human Services Workgroup

- As a Workgroup Member you will:
- ✓ Review 2024 Human Services Grant Program applications.
 - ✓ Make recommendations to the City Council for \$300,00 in funding allocations.
 - ✓ Advise on a human services needs assessment.
 - ✓ Be eligible for a stipend of \$50 per meeting, up to \$500 per year.
 - ... and more!

LEARN MORE & APPLY TODAY!



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LEARN MORE & APPLY TODAY!



Appendix X: Lacey Cares / Park Survey Demographics

[LPCR Sections 01-09-ToC_LS.pdf \(laceyparks.org\)](#)

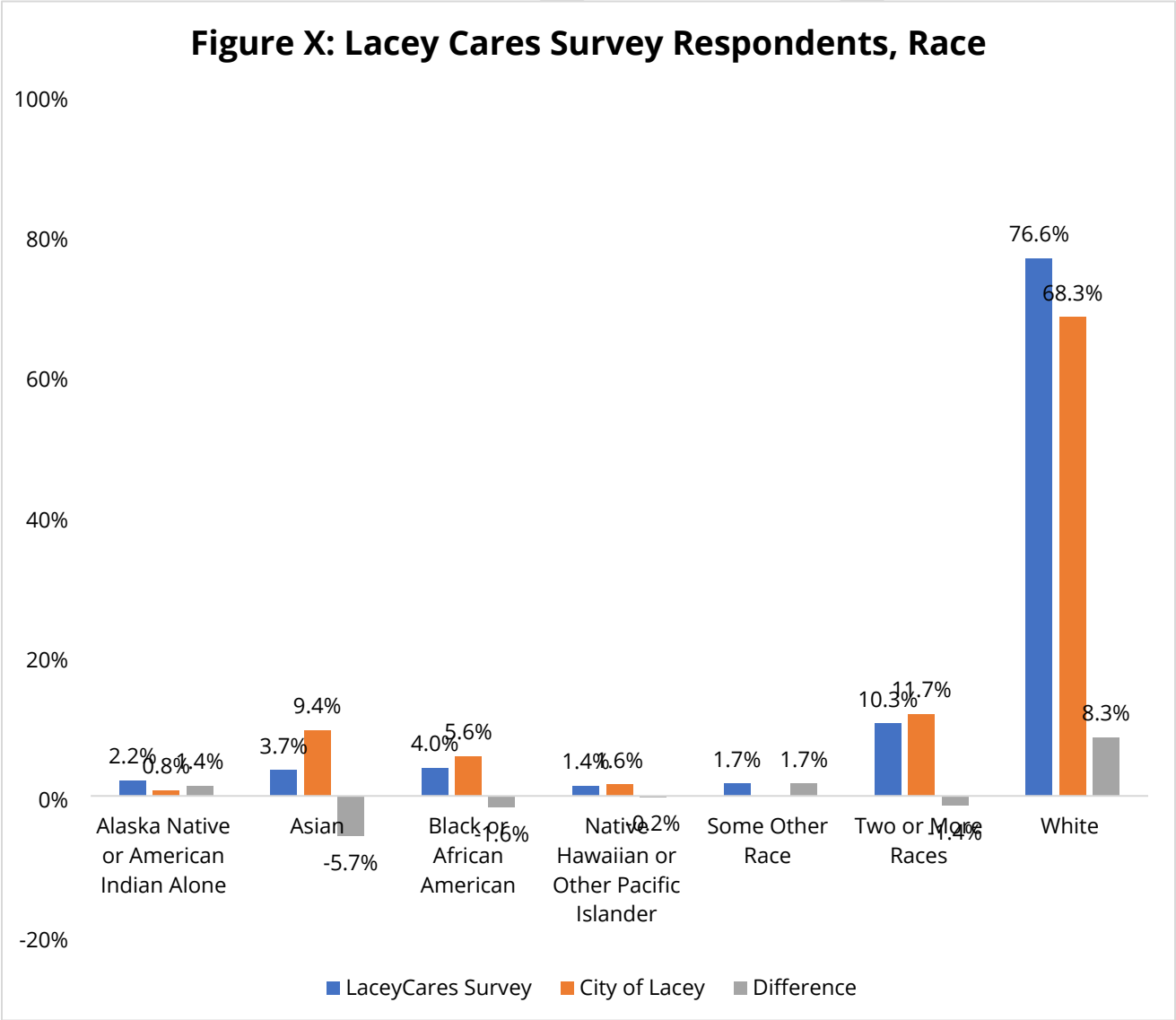
Need more information

In 2021, the City collected community wide data through the Lacey Cares survey. The data from this survey was used to help inform community priorities for the Parks, Culture, and Recreation Community Comprehensive Plan, see: https://laceyparks.org/wp-content/uploads/2023/07/LPCR_Sections_01-09-ToC_LS.pdf

The survey asked a few voluntary demographic questions. Results of these questions, suggest that the following census categories were underrepresented on the survey compared to the population of Lacey:

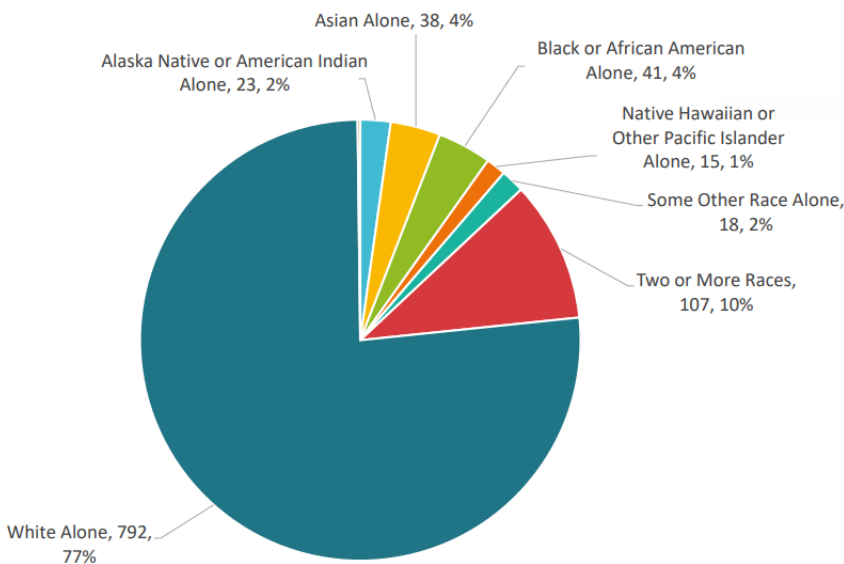
- Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and Two or More Races
- Males
- Under 21 years of age
- Household incomes over \$100,000

Q: Lacey Cares Survey Respondents, Race



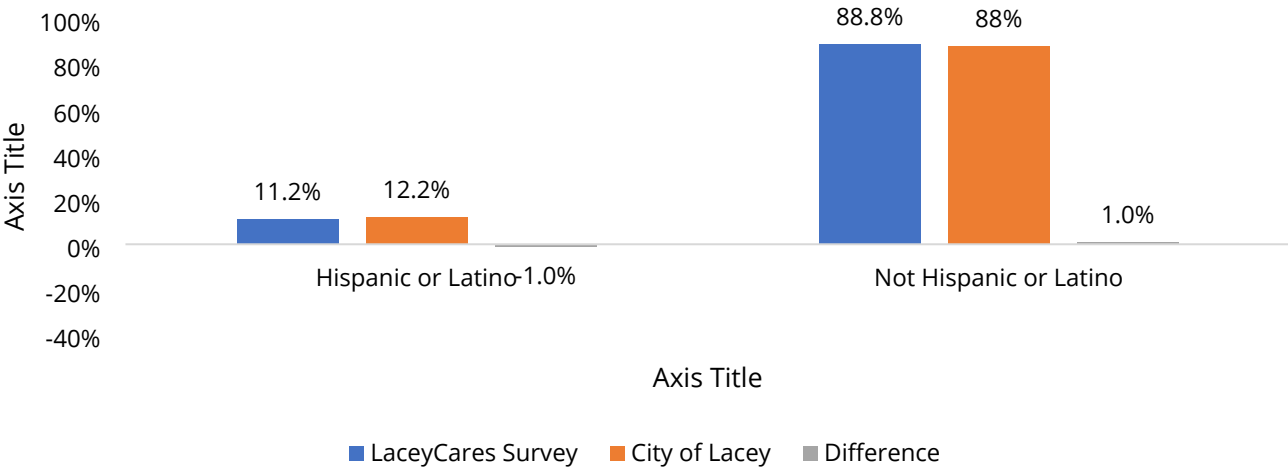
Respondent Demographics

RACE



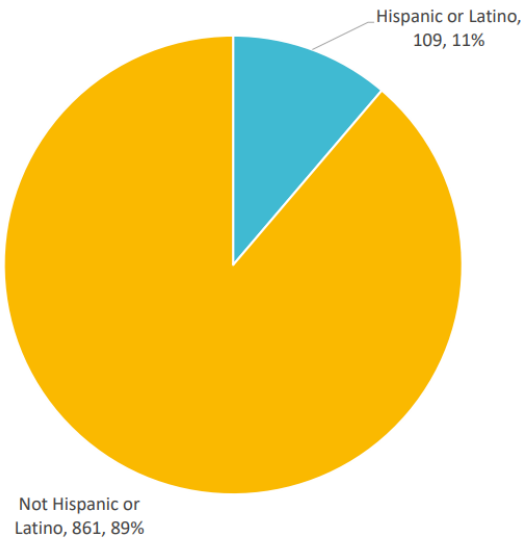
Q: Lacey Cares Survey Respondents, Ethnicity

Figure X: LaceyCares Respondents, Ethnicity

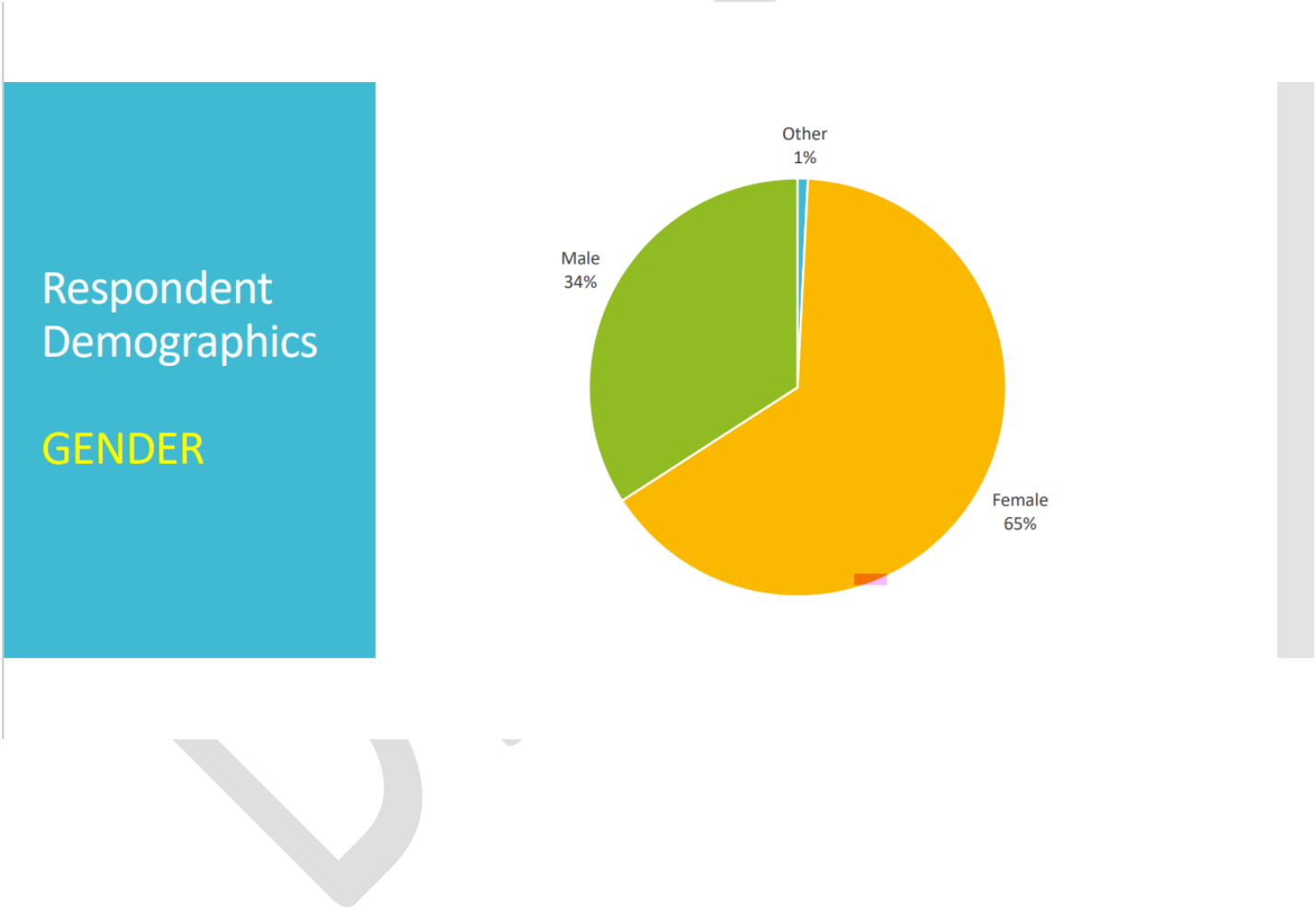
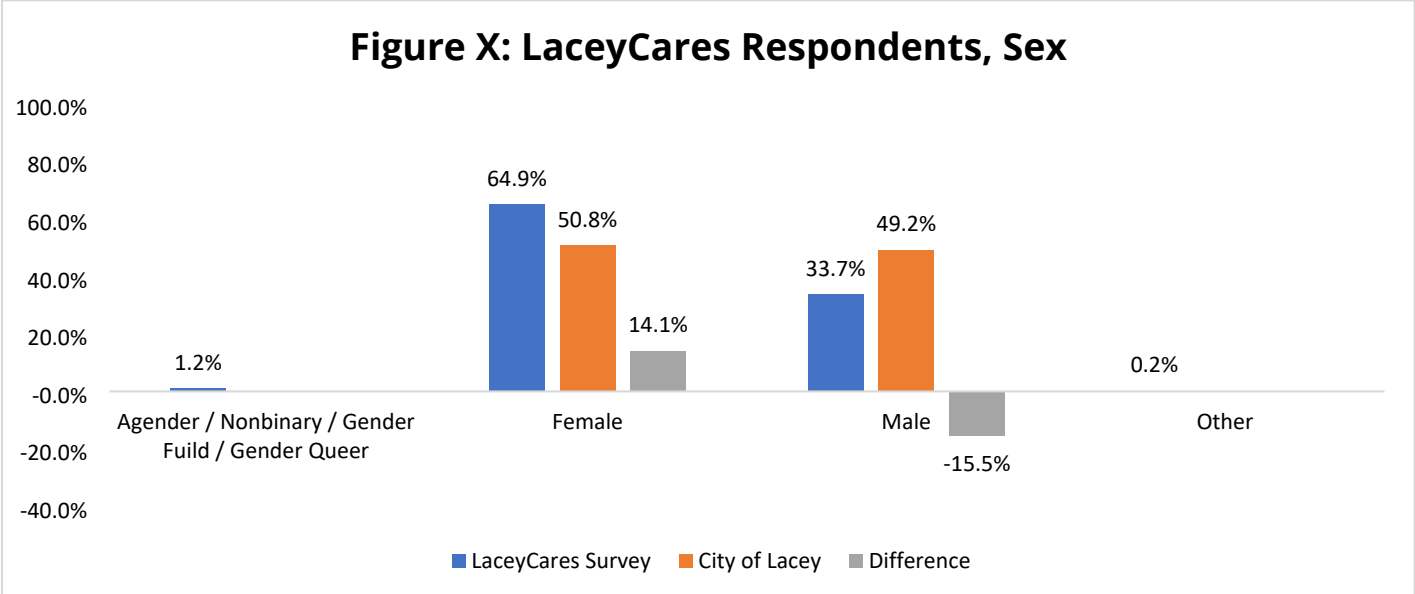


Respondent Demographics

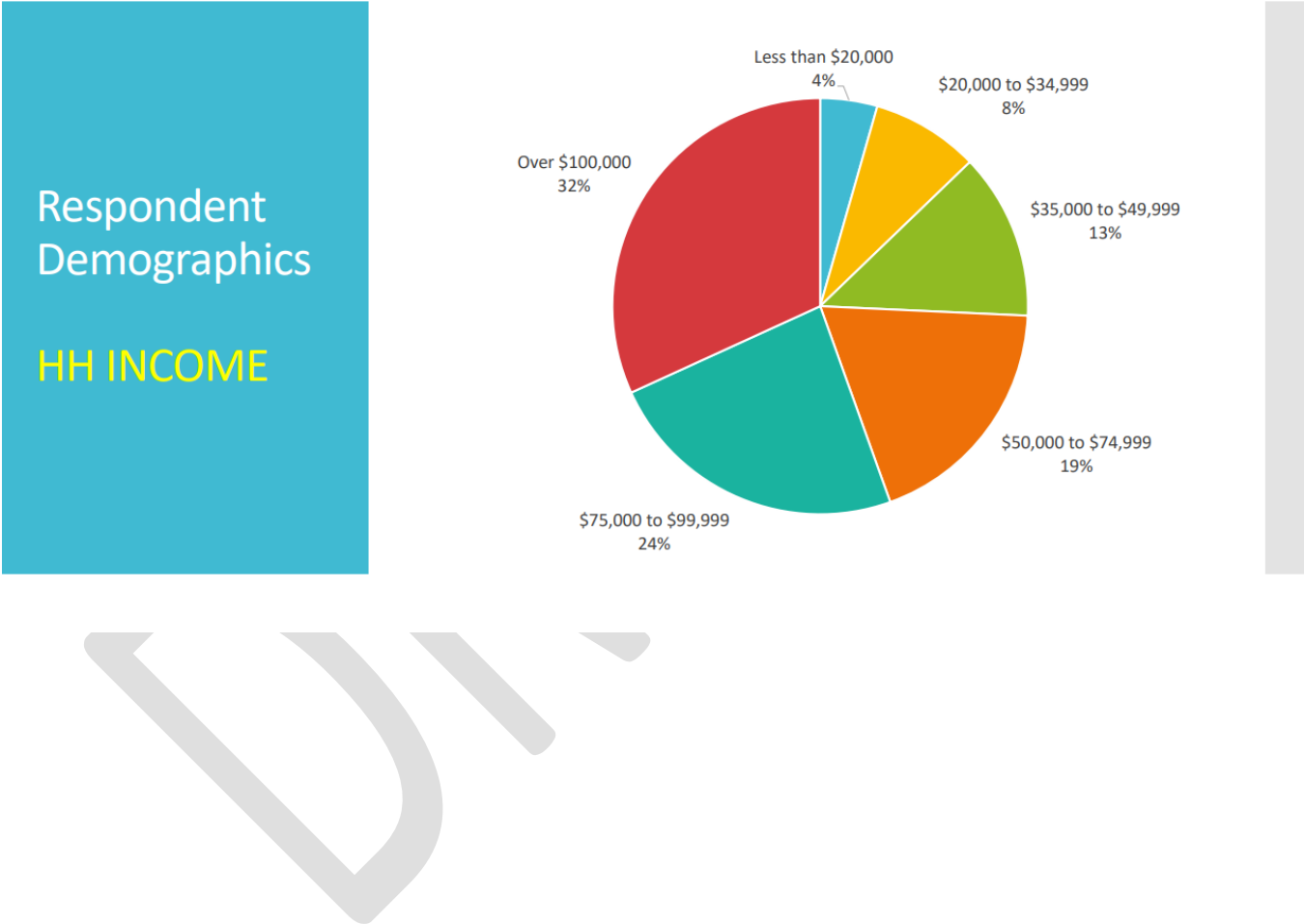
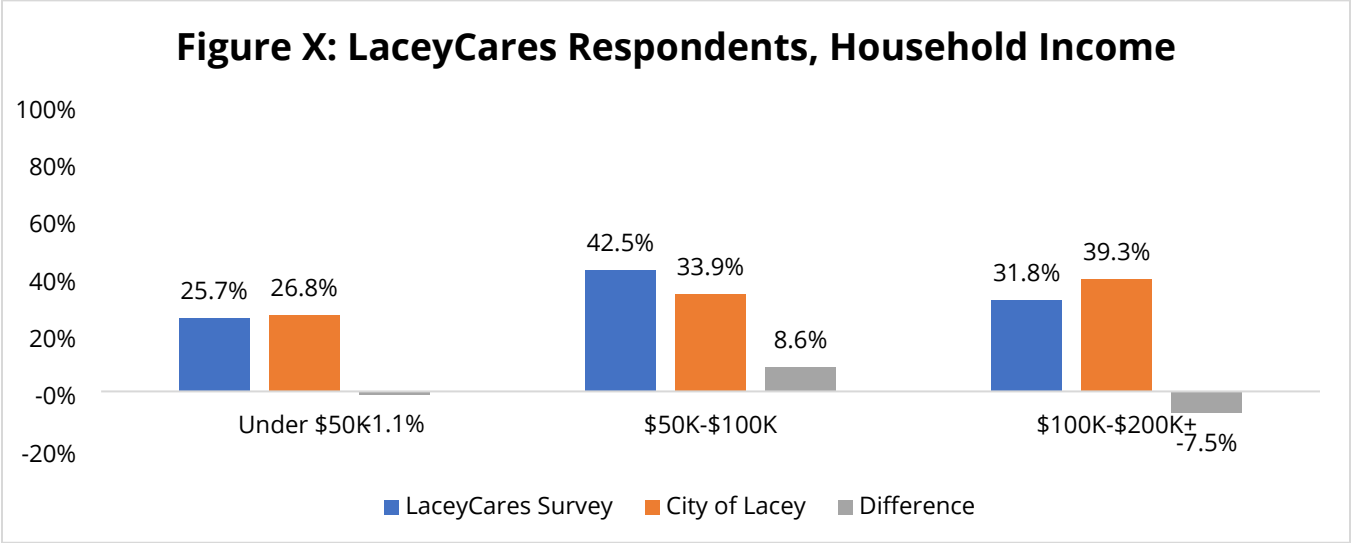
ETHNICITY



Q: Sex (Note: survey asked for “Gender” compared to US Census category of “Sex”)



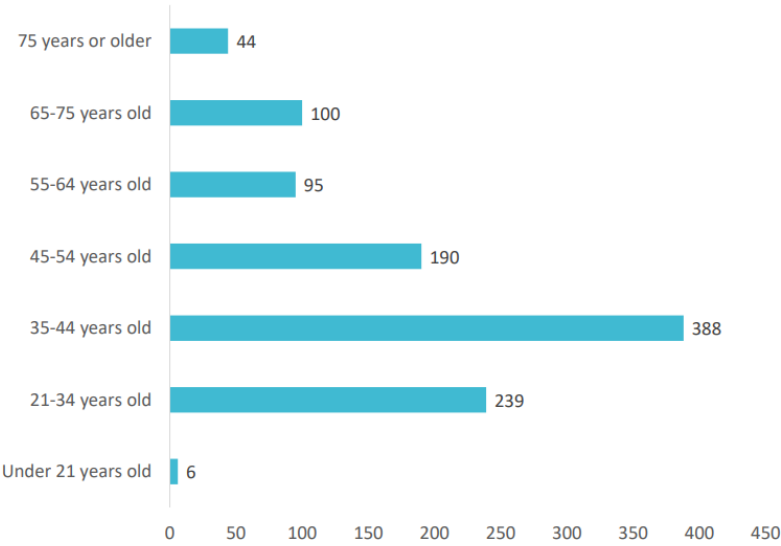
Q: Household income



Q: Age:

Respondent
Demographics

AGE



Appendix X: 2023 Non-City of Lacey Initiated Events Attended

Table A	
2023 Non-City of Lacey Initiated Events Attended	
Event	Department
Read Around Lacey	Public Affairs
Capital City Golf Club Estates Mixer	Public Affairs
Gold Star Memorial Event	City Manager's Office, Public Affairs
Maple Court Ribbon Cutting	City Manager's Office, Community and Economic Development
Thurston Green Business Awards	Community and Economic Development
Point in Time homeless census	City Manager's Office, Community and Economic Development
Budd/Deschutes Watershed MOU ceremonial signing	PW; CM; Council
Beachcrest Neighborhood Night Out	PW Water Resources
World Ocean Day, Estuarium, Olympia, WA	PW Water Resources
Nisqually Watershed Festival, Nisqually Wildlife Refuge	PW Water Resources
Orca Recovery Day, Squaxin Park	PW Water Resources
Benthic Invertebrate monitoring event w/ CIELO group	PW Water Resources
Olympia Oyster Seed Planting Project, Budd Inlet	PW Water Resources
South Sound Green Watershed Explorers	PW Water Resources
Hogs & Hounds @ NW Harley Davidson	Lacey Police Department
Day of Champions	Lacey Police Department
Torch Run	Lacey Police Department
Relay for Life	Lacey Police Department
Foofaraw at Port of Olympia	Lacey Police Department
Dry Tikes & Wet Wipes Stuff the Bus Event	Lacey Police Department
All Kids Win Haunted 5K Run	Lacey Police Department
Toy Drive for hospitals across OR and WA (multi-jurisdictional)	Lacey Police Department
Various community meetings, job fairs, events, etc. at North Thurston Public Schools,	Parks, Culture, and Recreation
Neighborhoods meetings, such as Panorama and Jubilee.	City Manager's Office, Parks, Culture, and Recreation
Various community service organizations such as Rotary, Lions Club, Kiwanis, Friendly Flower Garden Club, etc.,	City Manager's Office, Parks, Culture, and Recreation
Olympia Farmer's Market and Heritage Day at the Thurston County Fairgrounds.	Parks, Culture, and Recreation – Museum

Appendix X: Language Line Translation Services Minutes

TABLE X								
Language Line Translation Services Minutes								
YEAR	ARABIC	CHUUKese	FARSI	KOREAN	MANDARIN	SPANISH	VIETNAMESE	Total
2021						52.2	35.2	87.4
2022			51.5	14.9	13.9	339.2	29.3	448.8
2023	15.3	27.8		92.1	8.7	618.7	20.5	783.1
2024	4.6			64.0	11.2	286.6		366.4
Total	19.9	27.8	51.5	171.0	33.8	1,296.7	85.0	1,685.7

Everyone's invited and welcome!

ALL ABILITIES

COMMUNITY FORUM

Monday, May 20 | 6:30 – 8 p.m.

Virgil Clarkson Lacey Senior Center

6757 Pacific Avenue SE, Lacey



Join us in a welcoming environment, where people impacted by various impairments, activity limitations, and participation restrictions — such as those related to vision, movement, remembering, communication, hearing, mental health, and social interactions — can share their perspectives with the City.

Panel features speakers from North Thurston Public Schools, Senior Services for the South Sound, InterCity Transit, and DSHS Division of Vocational Rehabilitation



LACEY

Sponsored by:
**CITY OF LACEY'S
COMMISSION ON EQUITY**

To learn more, visit **CityofLacey.org/COE** or scan:



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by visiting CityofLacey.org/COE or scanning:**



From the League of Women Voters of Thurston County Newsletter – May 2024:



May 2024

Diversity, Equity, Inclusion, Racial Justice & Belonging

A Community Conversation with Local Leaders

What Jurisdictions Are Doing to Create a More Equitable Thurston County

Lacey, Olympia, Tumwater and Thurston County jurisdictions came together on April 18 to present their work in addressing existing gaps and barriers to racial equity, inclusion and belonging throughout the county. Approximately 100 League and community members assembled in person and via Zoom to better understand what each jurisdiction is doing to create a more equitable and welcoming community.

While each entity has its own plan, all are going through a process of diagnostics, analysis and strategic planning aimed to:

- Address discriminatory or racist practices.
- Dismantle embedded inequities in existing policies related to law enforcement; housing and houselessness; and celebration of cultural history.
- Create administrative frameworks and infrastructure to engage underrepresented communities.
- Provide city/county workforce training and awareness.
- Create partnerships and engage community.



In picture above, panelists left-to-right:

Dr. Jen Freiheit; Patrick O'Connor; Devi Ogden; Cliff Brown; Annie Clay; Shannon Kelley-Fong; Mayor Debbie Sullivan; Olivia Salazar de Breau; Keli Drake; and Tobi Hill-Meyer.

Co-sponsored by the LWVTC, APIC/SPS and the Hispanic Roundtable, the conversation was moderated by Bill Fishburn, President of the Hispanic Roundtable, and IT Program Management Office Manager with the Washington Department of Health. We thank Bill Fishburn and the 10 panelists and staff for their diligence and dedication in implementing this important work. Charting new territory is never easy or “one and done.” Addressing systemic racial bias and inequities demand long term solutions. And while DEI efforts are happening across Washington state and throughout the country, it’s important to recognize the on-going attacks and legislative efforts shutting down these initiatives are ever increasing.

Last month Lacey’s Equity Commission meeting was “zoom bombed,” with callers denigrating DEI and using anti-Semitic language and racist expletives. Although disturbing, this incident seems to have only galvanized our community to see that racial justice, equity and inclusion for all are vital and here to stay.

As indicated in a recent message of solidarity to our members and partners, the LWVTC is fully committed to diversity, equity, and inclusion in principle and in practice. We believe that these are central to our communities’ current and future success. We must work together as individuals, households, and policy makers to create a more perfect and just democracy.” We encourage you to get involved with efforts in your local jurisdiction.

Read more about this event and get contact information for panel members [here](#).

City of Lacey Equity Update

League of Women Voters of Thurston County | 04.18.2024



Overview



Actions



Accountability



Coordination



Engagement



VISION STATEMENT

The City of Lacey is an inclusive community that embraces the gifts, talents, experiences, and contributions of all community members and works collaboratively internally and externally to advance equity in Lacey. Lacey is a community where:



Change starts by **LISTENING**



Diversity is **CELEBRATED**



ACTIONS are aligned with values



Opportunities are **EQUITABLE**



Partnerships are **CULTIVATED**



Barriers to **FULL PARTICIPATION** are eliminated, and



ACCOUNTABILITY is central to achieving the above



Public Comment Zoom Bombing

“While the City supports the public’s First Amendment rights, **it does not tolerate hate and resolutely condemns these comments.** Those who attempt to abuse the City’s public forum in the future should be on notice that hateful speech or behavior will be swiftly condemned.”

ANTI-DISCRIMINATION STATEMENT AND HATE SPEECH CONDEMNATION

Anti-Discrimination Statement and Hate Speech Condemnation

The City of Lacey (City) has no tolerance for discrimination.

The City is committed to fostering a diverse, inclusive, and equitable community where all individuals are treated with dignity and respect.

The City will not tolerate discrimination or harassment of any kind, including but not limited to discrimination based on race, ethnicity, creed, color, national origin, age, religion, sex, sexual orientation, gender identity and expression, veterans’ status, marital status, genetic information, or the presence of any sensory, mental, or physical disability.

The City strives to create a culture that values and celebrates the unique perspectives and contributions of every individual. Discrimination undermines our core values and will not be tolerated in any aspect of our organization.

During the March 25, 2024 Commission on Equity meeting, a group of virtual participants made a series of reprehensible anti-Semitic, racist, sexist, and other discriminatory public comments. While the City supports the public’s First Amendment rights, it does not tolerate hate and resolutely condemns these comments. Those who attempt to abuse the City’s public forum in the future should be on notice that hateful speech or behavior will be swiftly condemned.





Public Comment Zoom Bombing

- Public comment is considered a “limited public forum” for free speech purposes.
- Governments can regulate the time, place, and manner of speech, provided the regulations are reasonable and content-neutral.

Review of Policies and Procedures:

- How bodies accept public comment
- Rules for public comment, including prohibited items
- Rules for Public Hearings
- Provide a script/tools for Presiding Officers / Bodies / Staff



Commission on Equity

Advisory body tasked with:

- Identifying and advancing opportunities that will create a more welcoming community
- continuing critical conversations on race and equity
- seeking greater participation from underrepresented community members; and
- identifying existing gaps and barriers which could prevent full participation in government and public policy.



Commission on Equity



**Representative to the
Commission on Equity**

Samuel Tatarian
Timberline High School
1st Term

First Name	Last Name	City / UGA	Position
Cliff	Brown	City	Commissioner
Kim	Sauer	City	Vice Chair
Thelma	Jackson	City	Commissioner
Annie	Clay	UGA	Chair
Kristine	Stolberg	City	Commissioner
Makieda	Hart	UGA	Commissioner
Jonathan	Hegwood	City	Commissioner
Samuel	Tatarian	Youth	LYC Rep.





2024 Work Plan

- Review of 2023 Activities
- Report Card



Table B				
2023 Work Plan				
Year	Q	Category	Activity	Status
2023	Q1	Engagement	1. Hold a joint/informational meeting with DEI representatives from local education institutions	Complete: NTPS / PJPII
			2. Hold a focus group with community members / affinity group(s) (TBD)	Complete: Black and African American Community Forum
			3. Participate in the Lacey Cultural Celebration	Complete
		Strategic Plan	4. Continue work on Draft DEI Strategic Plan	In-progress
		Policy Items	5. Research and review potential compensation opportunities for advisory body members; create a recommendation for the City Council	Complete
			6. Continue to work on a draft Land Acknowledgement and Land Acknowledgement Policy. Solicit input from Nisqually Indian Tribe and Squaxin Island Tribe	Complete

Status	Items
Complete	20/36
In-progress	8/36, 4 of these were related to the DEI Strategic Plan
Incomplete	8/36, 3 of these were related to the DEI Strategic Plan



2023 – Key Projects / Initiatives

- Advisory Board Stipend Program
- Land Acknowledgement
- Park Sponsorship Policy
- PCR Comprehensive Plan
- Community Partners: NTPS, Timberland, JPIL
- Community Forums / Focus Groups
- Events: Juneteenth, Lacey Cultural Celebration
- Draft DEIB Strategic Plan Workshops
- Legislative Meeting Process
- Equity Tools (started)
- Community Liaison Program (started)





Advisory Board Stipend Program

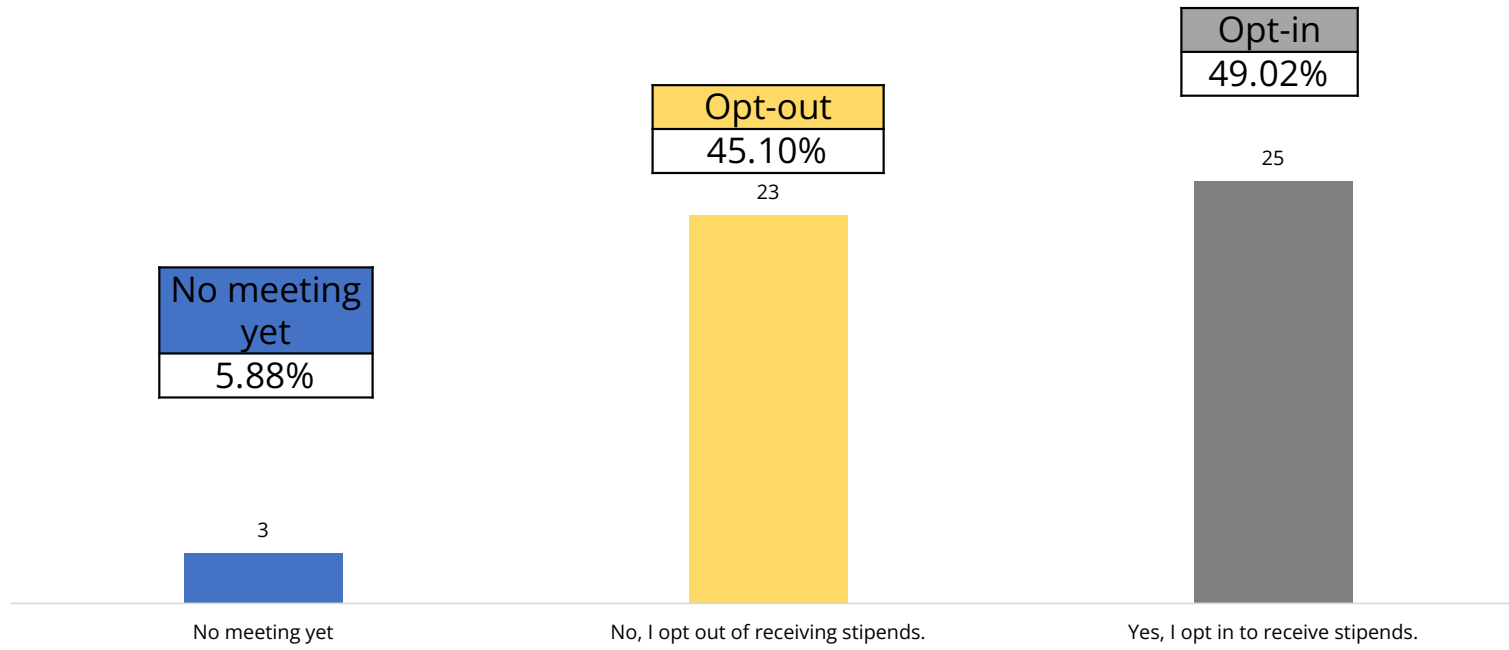
Program in brief:

- Annually **Opt-in** to the program.
- **\$50.00** stipend per meeting attended.
- Up to **\$500.00 annually**.
- Does not apply to regional advisory board members, Councilmembers, and City employees.
- Annual report to the Lacey City Council on the impacts.





Opt-in/out

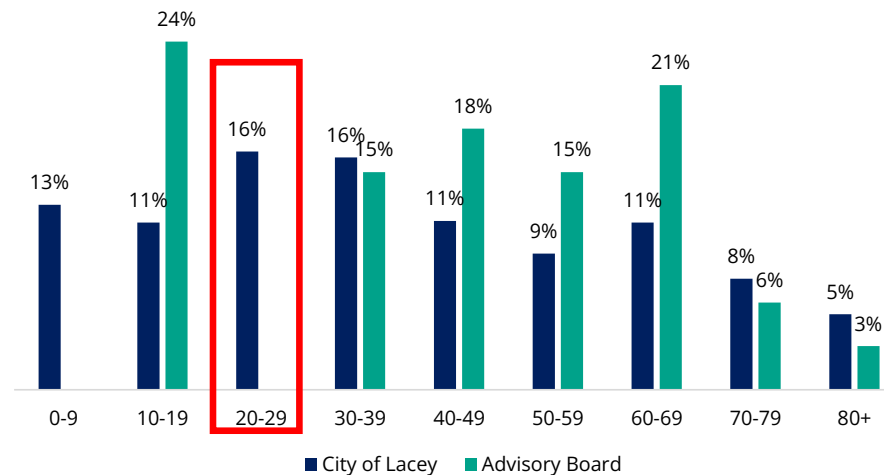




ABSP Demographic Survey: Engagement / Outreach Opportunities

- 20 - 29 years of age
- Hispanic / Latino voices
- Under \$50K, \$50K- \$100K
- Renters
- Some College

Figure 2: Age





2023 – Key Projects / Initiatives

10.08 Land Acknowledgement

The purpose of this policy is to establish a City of Lacey Land Acknowledgment and provide guidance for City of Lacey employees, volunteers, appointed officials, and elected officials on its use. This policy is subject to change.

Land Acknowledgements

Land Acknowledgements are rooted in many Indigenous people's practices and cultural protocols in order to recognize other Indigenous peoples whose land one is a guest on.

"It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth..."

Duwamish Tribe webpage

A land acknowledgement is a formal statement that recognizes, pays tribute to, expresses gratitude and respect for, affirms the ongoing relationship between indigenous people and the land, and helps raise awareness of the Indigenous histories, perspectives, and experiences — past, present, and future. In addition, Land Acknowledgements:

- Express support for Indigenous communities.
- Raise awareness of histories that led to past and current development of area, including history of dispossession, displacement, colonialization, cultural erasure, broken treaties, etc.
- Recognize the positive impacts of indigenous history and culture on the greater community.
- Are a first step to inspire more action and better relationships indigenous people.
- Are not intended to be a performative act.
- Are ceremonial in nature and do not carry any legal authority.

The City's Land Acknowledgement was reviewed by members of the Nisqually Indian Tribe. In adopting a local land acknowledgement, the City is not taking a position on the status of federal recognition for any tribe. The City recognizes that land acknowledgements are powerful statements and that these statements are most meaningful when paired with authentic and sustained relationships with Indigenous communities.



City of Lacey, Washington City Council Regular Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Tuesday, April 16, 2024	6:00 PM	Council Chambers and Online
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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Land Acknowledgment:

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 they have today. We recommend that community members read the Medicine Creek Treaty of 1854.





2023 – Key Projects / Initiatives

Policy Documents:

- Park Sponsorship Policy
- PCR Comprehensive Plan
- Draft DEIB Strategic Plan Workshops

CITY OF LACEY PARKS, CULTURE AND RECREATION DEPARTMENT

POLICY NAME: SPONSORSHIP AND NAMING RIGHTS POLICY

1. Purpose

The purpose of this policy is to establish guidelines in the development and management of sponsorship and naming rights programs. The policy will provide guidance for entering into sponsorship and naming rights agreements in exchange for providing financial or material in-kind support for a specified park asset or park programs.

2. Policy Statement

The Lacey Parks, Culture & Recreation Board has determined that a Sponsorship and Naming Rights Policy is necessary and appropriate to seek and secure revenue and in-kind support for the benefit of the Lacey Parks, Culture and Recreation Department (LPCR) in their efforts to develop, maintain, improve, support, market and sustain its park assets and programs which in turn benefits customers and the community at large.

LPCR will actively seek sponsors for events, buildings, parks, services and other facilities for the purpose of generating revenue, reducing expenses, increasing awareness of parks, culture and recreation programs and complementing the visitor experience. LPCR will seek to create and enhance relationships through sponsorships and naming rights arrangements. This goal can be accomplished by providing a method to become associated and involved with the many facilities, activities, and programs provided by the LPCR. The Department provides quality, life-enriching activities to the community, which translates into exceptional visibility for sponsors and supporters. It is the goal of this policy to further sponsorship opportunities for the ultimate benefit of the public.

Sponsors will receive recognition for their financial or in-kind contribution in the form of





Draft DEIB Strategic Plan

VALUES STATEMENT

The City of Lacey champions change that leads to a more equitable society for ALL community members, regardless of race, gender, income, age, sexual orientation, disability, nationality, religion, gender expression, English proficiency, and educational attainment, among other identities, many of which can intersect to create compounding marginalization or privilege.

We strive to eradicate all forms of racism and oppression, which have had disproportionate negative impacts on Black, Indigenous, and People of Color, through actions, partnerships, support and advocacy.

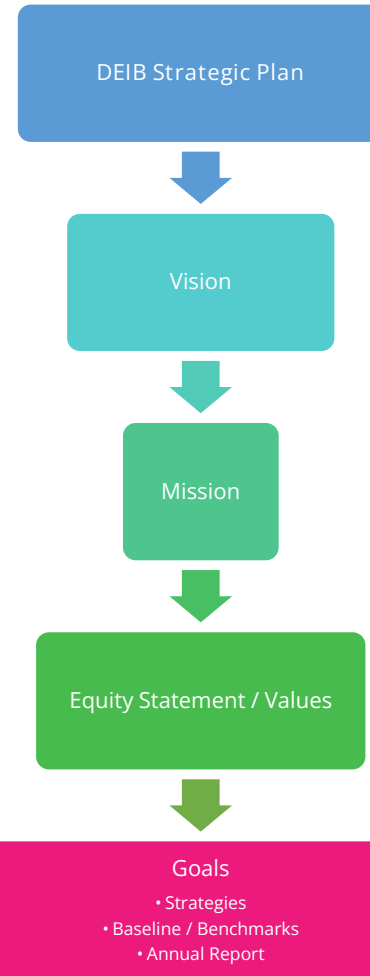
We recognize the power City government has to impact the lives of our community members. In our City government and operations, we strive to shape, advance, and implement policies, practices, and programs that help eliminate inequities that result from centuries of racism and oppression.

We begin with self-examination and listening and creating platforms for historically marginalized and under-represented communities to be heard. The City is committed to working collaboratively with community partners to help create equitable access to opportunities and resources for all community members.



A CLOSER LOOK AT VALUES

-  We champion social change that leads to a more equitable society for ALL community members.
-  We strive to eradicate all forms of racism and oppression.
-  We recognize the power City government has to impact the lives of our community.
-  We begin with self-examination, listening and creating platforms for historically marginalized and under-represented communities to be heard.
-  We are committed to working collaboratively with community partners to help create equitable access to opportunities and resources for all community members.



Draft DEIB Strategic Plan



Goal: **Workforce and Work Environment**

Subarea: Hiring and Retention

Strategy:

B. Continue to enhance recruitment efforts to attract, hire, and retain a talented workforce that reflects the greater community.

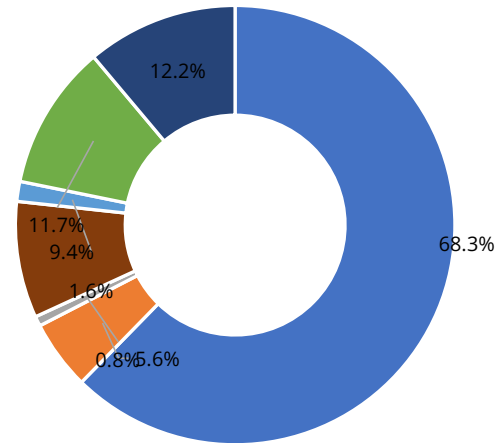
Benchmarks:

7. Staff demographics increasingly matches community demographics, at all departments and levels within the organization (e.g., race, ethnicity, sex, etc.).
8. % of total job applications received from applicants increasingly matches community demographics (e.g., race, ethnicity, sex, etc.).
9. Staff retention over select intervals of time (e.g., 1 year, 5 years, 10 years) matches community demographics (e.g., race, ethnicity, sex, etc.).





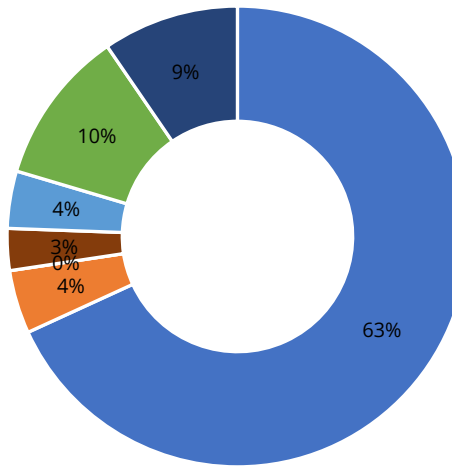
Figure A: Race, City of Lacey population, 2023



- White alone
- Black or African American alone
- American Indian and Alaska Native alone
- Asian alone
- Native Hawaiian and Other Pacific Islander alone
- Two or More Races
- Hispanic or Latino



Figure B: Race, City of Lacey Applicants, 2023



- White alone
- Black or African American alone
- American Indian and Alaska Native alone
- Asian alone
- Native Hawaiian and Other Pacific Islander alone
- Two or More Races
- Hispanic or Latino



Draft DEIB Strategic Plan



Goal: **Community Access and Engagement**

Subarea: Engagement

Strategy:

B. Continue to develop and implement engagement strategies that build community trust and increase participation of BIPOC and other underrepresented voices in local decision making, including on advisory bodies, task forces, and planning efforts.

Benchmarks:

1. Collect demographic data of boards, commissions, and ad hoc advisory groups. Evaluate the advisory board applications process to determine if the process can be more accessible. Advisory board membership increasingly matches community demographics (e.g., race, ethnicity, sex, etc.).
2. Implement community programs that increase community participation and involvement from underrepresented community members, e.g.:
 - a. Community Liaison Program
 - b. Community Academies (City-wide)
 - c. Community Dialogues and Focus Groups
 - d. Advisory Boards





Draft DEIB Strategic Plan



Goal: **Livability**

Subarea: Partnerships

Strategy:

D. Coordinate and collaborate with local schools, government entities, tribal governments, non-profit groups, and other community stakeholders to advance DEIB comprehensively in the community.

Benchmarks:

1. Number of organizations and agencies involved in City events and programs increases every year.
2. Number of community events (non-City) the City is involved in increase every year.
3. Number of joint City-Community events, programs, or initiatives increases every year.



2023 Community Forums

- Black and African American
- LGBTQIA+
- Immigrant Voices



All Engagement Events

What we heard (in brief)

- More visual representation that the City is welcoming of all
- Continue collaboration with community partners
- Eliminate racism / inequities in government, community services, other sectors
- Find existing gaps in engagement and focus efforts on closing these gaps. Create targeted outreach and engagement plans, use trusted messengers



All Engagement Events

What we heard (in brief)

- Create a place or opportunities where people can meet and engage with one another
- Host more events like the Community Forums
- Provide information in multiple languages, including for information, engagement opportunities, civic roles, etc.
- Navigating government systems can be difficult. It can be hard to know how to get involved
- In-person only events can be a barrier



2023 – Key Projects / Initiatives

- Community Partners

- North Thurston Public Schools
- Pope John Paul II

- Juneteenth

- Fred U. Harris Lodge
- City of Tumwater



- Conversations with partner entities

- Continued work on the Community Connectivity Tool

Education (15)	Washington State Gov... (16)	City Government (5)	African-American Com... (6)
Education (8) - 🔍 📄 Education (8) The Diversity and Equity Center (DEC) @ Saint Mart... https://www.stmartin.edu/ Harned Hall, 201/202 5000 ... DEC: (360) 486-8847 SMU... E-Mail: admissions@stmarti... St. Martin's University 📞 "John Hopkins, Ph.D. (3... In-Person Phone +8	Washington State Government (9) - 🔍 📄 Washington State Government (9) The Washington State Offi... of Equity https://www.wa.gov/equity Affinity Group Network (AFN) (360) The Washington State Office of Equity E-Mail: mrosequity@wa.gov All Washington State Gover... Email was sent to Office of ...	City Government (2) - 🔍 📄 City Government (2) City of Olympia https://www.olympiaga.gov/ ... City Hall 601 4th A... 53.8447 In-Person E-mail +4 City Government (2) City of Lacey https://cityoflacey.org/equity Lacey City Hall 420 College... (360) 491-3214 N/A Shannon Kelley-Fong, ... In-Person Phone +8 City of Tumwater https://www.ci.tumwater.wa.gov/ 555 Israel Road SW, Tumw... 360-754-5855 https://www.ci.tumwater.wa.gov/	African-American Community (5) - 🔍 📄 African-American Community (5) Fred U. Harris Lodge #70 PHA https://olympiaga.org/fred-u-harris-lodge-70-pgha 521 North St SE Tumwater ... (903) 856-0841 Email: sec.fredharris@lodge... City of Lacey Olympia Lodg... Lester Dickson (903) 856-0... In-Person Phone +7 African-American Community (5) Black Student Union https://www.nthurston.k12.wa.us/black-student-union 350 River Ridge Drive SE, L... (360) 412-4820 Facebook: https://www.facebook.com/blackstudentunion River Ridge High School NT... Christie Tran (360) 412-48... In-Person Phone +5 African-American Community (5) The Women of Color in Leadership Movement



2024 COE Work Plan

Key Project / Initiatives

- DEI Strategic Plan finalization
- Advisory Board recruitment process review
- Community Liaison Program
- Community Surveys
- Equity Tools
- Equity Map
- Comprehensive Plan involvement
- DEI Summit planning and hosting
- Continued forums and other engagement



2024 Work Plan

2024 Activities



Year	Q	Category	Activity	Status
2024	Q2	Engagement	8. Hold a focus group with community members / affinity group(s) (All Abilities)	
			9. Joint Meeting with the Lacey Youth Council.	
			10. Hold a joint/informational meeting with DEI representatives from local education institutions	
		Strategic Plan	11. Continue work on Draft DEI Strategic Plan.	See below for more detail.
		Policy Items	12. Continue research and review on paid community liaison programs; create a recommendation.	
			13. Continue research and review on equity tools; create a recommendation.	
			14. Start review of Advisory Board recruitment process.	
			15. Comprehensive Plan Involvement.	
			16. Review other City policy documents, as they come up.	
		Program Items	17. Review of Community Survey options.	
		Events	18. Participate in the 42 nd Juneteenth Celebration with the Fred U. Harris Lodge.	
			19. Start planning DEI Summit.	



Community Liaison Program

- Trusted messengers in the community
- Build power in communities most impacted by barriers to public engagement and increase participation in meaningful and inclusive public engagement
- Serve as a conduit for continuing dialogue, advancing equity, and surfacing the ideas, concerns, and needs of community members.
- Paid positions





Advisory Board Process

Lacey Advisory Boards and Commissions

Ad Hoc Human Services Workgroup	▼
Capital Area Regional Public Facilities District Board	▼
Civil Service Commission	▼
Commission on Equity	▼
Historical Commission	▼
Law Enforcement Officers & Fire Fighters (LEOFF I) Disability Board	▼
Library Board	▼
Parks, Culture and Recreation Board	▼
Planning Commission	▼
Youth Council	▼





Equity and Inclusion Program Manager

- Implementation of equity and inclusion strategic plan
- Leads equity and inclusion projects in support of internal and external initiatives
- Works with cross-departments to develop, present and evaluate training and learning programs



SUBSCRIBE



Equity and Inclusion Program Manager

Class Title

Equity and Inclusion Program Manager

Class Code

4047

Salary ⓘ

\$8,048.28 - \$10,302.48 Monthly

DEFINITION

BENEFITS

BASIC PURPOSE

Reporting to the City Manager, the Equity and Inclusion Program Manager is responsible for citywide implementation and on-going management of both external and internal strategic equity and inclusion program initiatives. This position is also responsible for duties which include, but are not limited to, leading projects as assigned by City Manager; assisting Department Directors with implementation of equity and inclusion strategic planning; identifying and addressing short-term and long-term internal and external communication needs to support the City equity, and inclusion strategic initiatives; developing and implementing long-term strategy for employee engagement survey and resulting data or metrics; serving as an internal liaison to support the planning, logistics, and execution of various events; and performing outreach to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These duties include but are not limited to the following:

- Provides consultation and guidance to City Manager on developing and implementing a strategic framework that supports an internal City culture of equity, inclusiveness and engagement. Review, monitors and periodically updates the City's equity and inclusion strategic plan. Ensures that programs and actions also align with the mission and values of the City.
- Leads equity and inclusion projects as assigned by the City Manager in support of internal and external initiatives. Implements and/or manages existing programs that support both internal and external initiatives. Presents information to advisory boards, committees and/or City Council, and at times provides recommendations for action on programs or project initiatives a directed by City Manager.
- Assist City Manager and Department Directors with implementation of equity and inclusion strategic plan. Develop, utilize and administer a range of tools to measure and evaluate department action plans and provide meaningful data on equity and inclusion impact. Partner with Department Directors on implementation of metrics to measure and communicate equity and inclusion progress within the City workforce.





Other City Initiatives

- Expanded Food Truck Plaza efforts – WEDA DEI Award
- Expanded recruitment efforts
- Revised application review process
- 30x30 Initiative participant
- Online accessibility improvements
- Increased funding for equity initiatives in budget
- Increased Financial Assistance Program for Park, Culture and Recreation Participants
- Started Utility Wrap Project Phase 1
- Continued support of BIPOC Business Start-up Programs
- And MORE!

Six resident food trucks call the Lacey Food Truck Depot home, including minority- and women-owned businesses. Four of these six (67%) entrepreneurs are first-time business owners.



Contact us

Commission on Equity – COE@CityofLacey.org

Shannon Kelley-Fong – Shannon.Kelley-Fong@CityofLacey.org



**Lacey Cultural Celebration
Community Engagement Feedback
March 09, 2024**

At the 2024 Lacey Cultural Celebration, the Commission on Equity asked event participants the following questions with the help of a display board (see photos):

Q: How could we create a more welcoming community?

- Gathering center for new residents
- Parking for RVs overnight for trailers /Temp spaces
- Find stuff for younger children to do 10 and under
- Live concerts in the park. How do we hear about it in advance?
- Cheaper homes
- Family aquatics center with swim lessons
- ADH capable please
- Housing concerns/ Apartments/ Transportation issue with no car
- More events like these. I also think garden programs would be a great start
- Non-discriminatory hiring practices
- More events like this!
- Education on deaf matters. Difficult to find solutions. Lack of teaching ASL/increase teaching
- By increasing awareness of the deaf and their culture
- Performances in public spaces/parks. Music, movies, puppets, theatre
- Splash pad
- More winter time activities indoor
- More family indoor activities
- Muchas gracias
- Don't like racism & no littering
- Family YMCAs
- Community pool
- So far so good. We like shopping here.
- More aquatic programs for adults (fitness)
- Public transit and/or bike safety

Q: How could we increase participation from underrepresented community members?

- Free rides to seniors
- More summer camp activities

- Better transportation for individuals with disabilities
- More information in different languages
- Kitchen for immigrants to start a business
- Ways to get around. Busses, bike lane sidewalks
- Training DEI LGBTQ

Q: What concerns do you have about racism and inequity in the community?

- As Lacey grows we don't create equitable spaces or increase services for those who need them
- More inpatient psychiatric hospitals, pediatric specifically
- Housing options
- Trauma informed practices
- Marginalized dads, single dads, BIPOC dads
- More resources for people facing domestic abuse
- A lot of people don't feel represented in everyday life
- Staffing in government more reflective of community
- More mental health resources



