



City of Lacey, Washington Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, November 25, 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 October 28, 2024, meeting minutes

5. Public Comment

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

6. Inspirational Item

- A. Makieda Hart, Commissioner

7. Business Items

- A. **Komachin Middle School Reverend Dr. Martin Luther King Jr. Update**
Katie Baydo-Reed, Staff Advisor to Komachin Middle School Multicultural and Equity Team, English Teacher

- B. **City Logo and Branding Guide**
Ty Keltner, Communications Manager
- C. **Against Hate, Racism, and Discriminatory Actions Proclamation Review**
Shannon Kelley- Fong, Assistant City Manager
- D. **2025 Work Plan Review**
Shannon Kelley-Fong, Assistant City Manager

8. Commissioner Reports

- A. **Parks Improvement Funding Work Group**
Jon Hegwood, Commissioner

9. Director Report

- A. **Commissioner Reappointment Update - December 10, 2024**
Shannon Kelley-Fong, Assistant City Manager
- B. **Black Home Initiative Update**
Shannon Kelley-Fong, Assistant City Manager
- C. **Joint Meeting with Lacey City Council - January 28, 2025**
Shannon Kelley-Fong, Assistant City Manager
- D. **Equity Map Update**
Shannon Kelley-Fong, Assistant City Manager

10. Adjourn

Next Meetings and Upcoming Events

- **Commission on Equity Meeting** - December 30, 2024 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - January 27, 2025 - 5:30 p.m. at City Hall or remote
- **City Council and Commission on Equity Joint Meeting** - January 28, 2025 - 6:00 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_t9Mp3oweS8-mzKe8Y_qOsQ
- City Website: <https://cityoflacey.org/government/public-meetings/>



YouTube: https://www.youtube.com/watch?v=if_N-07Uys

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 842 8112 4082)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

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_t9Mp3oweS8-mzKe8Y_qOsQ

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, November 25, 2024. Commissioners will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.





City of Lacey, Washington
Commission on Equity Minutes
Monday, October 28, 2024 - Executive Board Room at Lacey City
Hall and Online

1. Call to Order

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

2. Roll Call

COMMISSIONERS PRESENT: Chair Annie Clay; Vice Chair Kim Sauer; Commissioner(s) Clifton Brown, Makieda Hart, Thelma Jackson, and Jonathan Hegwood (remote, present after 6:55 p.m.); and Youth Council Representative Kieran Powell

COMMISSIONERS ABSENT: None - (Commissioner Kristine Stolberg's seat remains vacant pending replacement following resignation from the Commission on Equity effective October 14, 2024)

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Veronica Hand, Equity and Inclusion Program Manager; Robert Almada, Police Chief; Robert Hollis, Deputy Police Chief; Vanessa Dolbee, Community and Economic Development Director; Jennifer Adams, Housing Coordinator; 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 September 23, 2024, meeting minutes

Commissioner Hart moved to approve the October 28 agenda and the minutes of September 23, 2024. Commissioner Jackson seconded. The motion carried.

5. Public Comment

Verbal Public Comment

No one signed up to speak at the meeting and no one registered to speak via Zoom.

Written Public Comment

One (1) written public comment was received.

6. Inspirational Item

A. Kim Sauer, Vice Chair

Commissioner Sauer explained that on October 10, 2024, the Nobel Prize in Literature was awarded for the first time to a Korean author. Sauer shared themes by Nobel laureate Han Kang on reconciling violence and trauma with what it means to be human.

7. Business Items

A. **Black Home Initiative**

Jennifer Adams, Housing Coordinator

Marty Kooistra, Black Home Initiative Network Weaver

Kooistra provided a presentation on the Black Home Initiative (BHI), a multi-year, regional effort of non-profit initiative Civic Commons that targets racial inequities at the core of the housing ecosystem to increase homeownership among BIPOC (Black, Indigenous, and People of Color) households. The initiative aims to reduce racial inequity and increase intergenerational Black household wealth as measured by the number of Black homeowners with appropriately affordable mortgages and safe, durable, healthy homes. Strategies advocated by the initiative include increasing buildable land inventory and funding for diverse types of development, increasing the number of mortgage-ready Black households through outreach and modified lending practices, and fostering a sustaining environment for Black homeownership through increased Black-led development and aligned community-based organizations. Kooistra reported progress on local BHI programs.

Commissioner Jackson moved that the Commission recommend the City Council begin a deliberative inquiry into applying the Black Home Initiative in the City of Lacey. Commissioner Brown seconded. The motion carried.



B. Community Resource Unit / Mobile Outreach Team / 30x30 Initiative

Robert Almada, Chief of Police
Robert Hollis, Deputy Chief of Police

Almada and Hollis presented the background, training, and activities of the Police Department's Community Outreach Unit and Mobile Outreach Team (MOT), which collaborate with Olympic Health and Recovery Services to engage positively with homeless and other in-crisis persons to reduce local crime and provide connections to resources rooted in human dignity, compassion, empathy, and relationship-building. The City's Compassionate Care Fund partly supports the work of law enforcement officers and clinicians. Almada and Hollis summarized the successes of the MOT program.

Commissioner Hegwood was present remotely after 6:55 p.m.

Officer demographics were presented, and the Police Department's involvement in the 30-by-30 Initiative was described. The department's goal is for 30 percent of sworn officers to be women by 2030.

Almada and Hollis reported on department recommendations to update the Lacey Municipal Code regarding massage and reflexology businesses as part of equity efforts to combat human trafficking.

C. Equity Initiative Update

Veronica Hand, Equity and Inclusion Program Manager

Hand provided a summary of activities of the DEIB program over the past three months, including trainings and meetings with community partners, state agencies, and city staff. Internal initiatives include equity project planning, an employee engagement survey, language access and improvements, equity training, inclusivity in the city's branding guide, and preparation for the 2025 DEIB Summit. Discussion ensued.

8. Commissioner Reports

Commissioner Hegwood provided a report on progress of the Parks Improvement Funding Work Group. Parks improvement projects are under review, including line item costs and facility improvements.

9. Director Report

A. Advisory Board Vacancies - Planning Commission and Commission on Equity

Shannon Kelley-Fong, Assistant City Manager



Kelley-Fong provided an update on Commissioner Stolberg's resignation and the recruitment process to find a replacement. The city's Planning Commission also has vacancies to be filled.

- B. **City Surveys** - Comprehensive Plan, Human Services Needs Assessment, and Middle Housing
Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong directed commissioners to the online locations for city surveys currently open for participation. These include surveys regarding the Comprehensive Plan, Human Services Needs Assessment, and Middle Housing. The Human Services Needs Assessment has been extended to November 8 and is now available in Spanish and Korean translations.

Youth Council representative Kieran Powell introduced herself and described her advocacy interests related to drug and alcohol addiction.

10. Adjourn

Chair Clay adjourned the meeting at 8:19 p.m.





COMMISSION ON EQUITY

November 25, 2024

SUBJECT: New City logo and branding guide update

RECOMMENDATION: Discussion only. Provide feedback on the draft new City logo and branding guide concept.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*
Ty Keltner, Communications Manager *TK*

ORIGINATED BY: Communications Department

ATTACHMENTS: None

FISCAL NOTE: TBD. The City will try to prioritize updating the logo on existing elements nearing the end of life.

PRIOR REVIEW: None

COMMS PLAN: Goal 3: A, "Establish consistent City Materials by creating a Citywide style guide, logo and flag use policy, and pursuing other comprehensive changes to communication materials."

BACKGROUND: The City of Lacey ("City") is working on the first ever brand guide.

As the City continues to grow, a brand guide helps ensure all official City content contains the same look and feel no matter what type of material you are viewing. This consistency is important to establish a cohesive internal process, and maintain credibility, uniformity, and overall image of the City.

Creating a brand guide is a key project in the 2022-2027 City of Lacey Communications Plan, which is a City Council priority.

GOAL 3



Proactively craft communications and establish defined Lacey brand.

TARGETED ACTIONS	Priority	ANTICIPATED IMPLEMENTATION			
		2022	2023	2024	2025
A. Establish consistent City materials by creating a Citywide style guide, logo and flag use policy, and pursuing other comprehensive changes to communication materials.	High				
B. Refine key messages and create a unified voice for City priorities and initiatives, establish proactive media responses to ensure rapid, accurate, and widespread message reach, and craft policies on when to use certain types of communications. Collaborate with departments to identify and enhance distinct communication needs.	High				
C. Enhance the City's image by developing a comprehensive marketing and branding campaign that raises awareness of the City's amenities and attractions. Create a process that allows for specialized branding for major initiatives.	High				
D. Expanding community partnerships with other organizations and stakeholders to leverage messaging, marketing, and storytelling opportunities.	Medium				
E. Continue to identify and refine future market targets and communications strategies with Community Stakeholders (e.g., press, future residents, visitors)	Medium				

Elements of a brand/style guide will contain information on:

- Voice**
 History | Mission | Core values | Tone
 The Voice section details the history of Lacey and includes our mission, core values and other language from our comprehensive plan and communications plan. The Voice section brings together all the other elements of the brand guide to set a tone for our overall look and way of doing business.
- Logo (see “Draft Updated Logo” section below)**
 Primary logo | Variation logos | Grayscale logo | Non-text logo | Sizing | Spacing | Single colors | Prohibited use | Co-branding | City Seal | File type | Official use
 Preference is to limit the number of official logos to four different styles. Notes on the City Seal.
- Font**
 Approved fonts | Logo font | web fonts
 Approved fonts should be limited to four, with circumstances for other font usage. All fonts should be fully accessible.
- Colors**
 Primary colors | Expanded colors | Secondary colors | Accessibility

The brand guide will define the primary colors the City uses in its communications, which will likely match the logo. A secondary color pallet will provide differentiation and options.

- **Images**

Subject | Inclusivity | Editing | Permissions | Don'ts

Anyone can take a picture, but not everyone can take a *good* picture. This section helps establish what types of pictures are helpful, how to take them, and what not to do.

- **Graphics**

Icons | Colors | Sizing | Accessibility

Graphic standards should follow current accessibility practices. Lacey Parks already has an established icon library.

- **Video**

Length | Bug/graphics | Slates | Fonts | Captions | Don'ts | Quality | Video basics

Graphic and font standards can be different with video, this section provides guidance on those differences. Other general video capture info is also included.

There is also a separate style section planned that will provide writing guidance:

- **Voice**

Tone | Writing | Specific terms | Don'ts

This section expands on the brand guide with more specific examples, including what *not* to do. City also has City-specific terms it uses, which will be outlined here.

- **Structure**

Acronyms | Formatting | Capitalization | Links | Punctuation | Numbers

This section covers proper use of the nuts and bolts of communication, including formatting elements like headers and bullets; punctuation elements like use of ampersands; numeral elements like phone numbers, times, and budget items; plus much more.

- **Guidance**

Accessibility | Training

Guide is a reference to which style guide our work uses, such as the Chicago Manual of Style or the Associated Press Stylebook. Training references required trainings for City employees, such as Plain Talk. Accessibility includes the required language we must include with posted information.

Draft Updated Logo

One of the most important parts of a brand guide is the section on the official logo. Currently, there are several City logos, but no single official one. Multiple logos can lead to brand confusion, and inappropriate logo usage. Every version of the current logo has complications. These complications could be solved with an update.

Current Logo Issues:

1. **The logo looks dated.** The colors and style are reminiscent of a logo designed in the 1980s or early 1990s. While its elements have a timeless appeal, its presentation does not. Both the washed-out colors and lines behind the mountain are not typical of modern logo.
2. **The logo does not lend itself to all purposes easily.** The logo cannot be used when the white is transparent. When displayed on some colored backgrounds, the logo must have an awkward white box behind it, or it is unreadable.

The lines behind the mountain bleed together when used on television because they do not interlace cleanly. The same effect can happen on computer screens, especially when scrolling.

Some uses call for a round image, but the City's logo is an imperfect square, which awkwardly leads to fitting a square image into a round hole, distorting the image.

3. **The logo is difficult to reproduce.** In places where the logo is used, the lines behind the mountain can vary from image to image because they are hard to get right. As years have passed, others have attempted to copy the logo, which has led to copies of copies. There are some versions where the colors are not quite right. This all stems from people trying to reproduce the logo.
4. **There is no definitive logo.** Several different versions of the logo are in use, with no clear direction on which is the most current. There is also no guidance on which logo to use in which situation.

From this, slightly different versions of the logo have emerged, creating a proliferation of bad copies with colors and other elements that are slightly off. Relatedly, contractors have had to copy the logo for reports and other uses, leading to less than perfect results. An official logo and brand guide could alleviate this scenario.

5. **The logo does not identify the City.** Some versions of the logo simply read "Lacey," which does not identify that Lacey is a city government. "City of" should be included in all logos to minimize confusion.

Process:

City staff collected the current logo and other logos for comparison, then reimagined several versions of the logo as a modern take.

It is important to understand this process is not a logo redesign, but a simple modern update. At this time, a full redesign of the logo is not warranted or recommended. An update of the logo is the best path forward. After speaking with other staff, and working through a process of elimination, Communications settled on a recommended updated design.

New design:

The new logo mitigates several problems with the previous logo, while keeping important connections to the previous logo. The logo is made up of two elements: the symbol and the logotype.

The symbol is composed of:

- **The water** – Represents Lacey’s many lakes and wetlands. Lacey is also located at the southernmost part of Puget Sound.
- **The trees** – Lacey is a heavily wooded community and has been designated a Tree City USA since the early 1990s. Sustainability, healthy tree canopies, and parks are a perennial priority of the City Council.
- **The mountain** – In the background is Mount Rainier, also known as Mount Tahoma, which is the highest point in the Cascade Range. Mount Rainier is a symbol of strength, and pride for those who live in the South Sound.
- **The hawk** – The hawk ties in historical and ecological references in to the logo: including ties to Hawk’s Prairie and the frequent habitants of this area red-tailed hawks. The hawk flying in front of the mountain also appears on the patch for the Lacey Police Department, among other places.
- **Colors** - The colors have been adjusted to be richer and more vibrant, rather than washed out. The lines behind the mountain have been replaced with a single color.
- **Font** - The font type used in the Lacey logo is Garamond Pro. While not a unique font, it is distinctive, and has become a recognizable symbol of our brand, nicknamed “the Lacey font.” The font has been spaced out correctly, unlike in previous versions, making it easier to read and reproduce.
- **Border** – The entire image, including the logotype is encompassed by a border, making the image fully contained and easier to use.

Table A	
Current and Proposed New Updated logo	
Current logo	New Updated logo
 The current logo features a stylized landscape with a white mountain peak, green evergreen trees, and a green body of water. The background consists of horizontal blue and white stripes. Below the graphic, the text "CITY OF LACEY" is written in a blue, serif font.	 The proposed logo features a similar landscape with a white mountain peak, green evergreen trees, and a green body of water. A blue eagle is shown in flight above the water. The background is a solid light blue. Below the graphic, the text "CITY OF LACEY" is written in a white, serif font.

Implementation Approach:

If approved, the logo will be used to update all City documents and templates. These include, but are not limited to, letterhead, press releases, business cards, presentations, reports, and other documents. Other visuals include the website, LaceyTV77, signage, and other uses.

One important note is that the City will not be seeking to replace the logo across all uses immediately. Replacing the logo everywhere would be cost and time prohibitive, not to mention difficult since the older logos in many places. The City will not be replacing logos on trucks, public signs, or other places. Instead, these items will be replaced as they age out or are replaced. Gradually, the old logo will be fully replaced with the new version.

Next Steps: Discuss the new logo with the Commission on Equity.

City staff will present this information to the City Council on November 26, 2024. At a future date, the City Council may consider to adopting the new logo.

If a logo is selected, the logo would be the official logo of the City and will be the centerpiece of new brand guide. Once completed, Staff will update the look and feel of all City documents and templates. These include, but are not limited to, letterhead, press releases, business cards, presentations, reports, and other documents. Other visuals include the website, LaceyTV77, signage, and other uses.

Current City of Lacey logos



Proposed New City of Lacey logo



Example of logos of nearby jurisdictions



City of Bellingham



City of Lakewood



City of Puyallup



Whatcom County



City of Camas



City of Marysville



City of Black Diamond



Pierce County



Skamania County



City of Cashmere



City of Lacey



City of Ferndale



City of Orting



City of Yelm



Town of Concrete



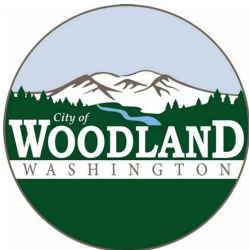
Cowlitz County



City of Colville



City of Battle Ground



City of Woodland

CITY OF LACEY

Official Proclamation

WHEREAS, the City of Lacey recognizes and values the diversity of its community members and is committed to fostering a safe, welcoming, and inclusive community for all, regardless of race, ethnicity, religion, sex, gender identity, sexual orientation, national origin, disability, income, educational attainment, and English proficiency; and

WHEREAS, hate, racism, and other discriminatory and oppressive actions harm not only the targeted individuals but also the social fabric of our community, undermining trust and cooperation among neighbors; and

WHEREAS, civil rights are fundamental to the foundation of our democratic society, ensuring that all community members feel safe, welcome, and valued and that discrimination, hate, and acts of violence undermine these values; and

WHEREAS, recent events at the national, state, and local levels have highlighted the need for communities to take a firm stand against hate and the violation of civil rights and to reaffirm our shared commitment to justice, equity, and human rights; and

WHEREAS, the City of Lacey is committed to taking action to eliminate systemic barriers to equity and to promoting policies and programs that build understanding, reduce prejudice, and celebrate the contributions of all community members, as demonstrated by the recent adoption of our first-ever Diversity, Equity, Inclusion, and Belonging Strategic Plan; and

WHEREAS, the City of Lacey reaffirms its dedication to “act with purpose” in advancing equity, justice, and accountability by making meaningful progress on the goals, strategies, and action items identified in the Diversity, Equity, Inclusion, and Belonging Strategic Plan, including by improving community engagement and outreach, creating more equitable policies and procedures, and continuing to protect against hate, hate crimes, discrimination, and other forms of violence and oppression; and

NOW, THEREFORE, I, Andy Ryder, Mayor of the City of Lacey, on behalf of the Lacey City Council, do hereby proclaim that the City of Lacey is united:

Against Hate, Racism, and Discriminatory Actions

and urge all community members, businesses, and organizations to stand together in rejecting hate, promoting kindness and understanding, and working towards a community where everyone feels safe and is treated with dignity and respect.

Mayor Andy Ryder
December 3, 2024



Commission on Equity

Work Plan 2025



Background: On January 21, 2021, the Lacey City Council established the Commission on Equity (“COE”) with Ordinance 1581. The COE, an advisory body to the Lacey City Council, is tasked with providing recommendations on ways to:

Identify and advance opportunities that will create a more welcoming community.

Continue critical conversations on race and equity.

Seek greater participation from underrepresented community members.

Identify existing gaps and barriers which could prevent full participation in government and public policy.

Commissioners:

First Name	Last Name	City / UGA	Position	Term	Date of Appointment	Term Expiration	OMPA Training Date
Clifton	Brown	City	Commissioner	1st	05/20/2021	12/31/2025	09/23/2024
Kim	Sauer	City	Vice Chair	1st	05/20/2021	12/31/2025	09/23/2024
Thelma	Jackson	City	Commissioner	1st	05/20/2021	12/31/2024	09/23/2024
Annie	Clay	UGA	Chair	1st	05/20/2021	12/31/2024	09/23/2024
Kristine	Stolberg	City	Commissioner	1st	05/20/2021	12/31/2025	09/23/2024
Makieda	Hart	UGA	Commissioner	1st	05/20/2021	12/31/2024	09/23/2024
Jonathan	Hegwood	City	Commissioner	1st	05/20/2021	12/31/2025	09/23/2024
Kieran	Powell	Youth	LYC Rep.	1st	09/17/2024	06/31/2025	-

City Staff Support:

Shannon Kelley-Fong, Assistant City Manager
 Veronica Hand, Equity and Inclusion Program Manager
 Kelly Adams, Special Projects Administrator

Meeting Schedule: Typically, Fourth Monday of the Month, 5:30 p.m., Remote / City Council Chambers

Webpage: [Commission on Equity - City of Lacey](#)

Public Comment: At each regular meeting

Review of 2022 - 2024 COE Activities:

Table A provides a succinct overview of COE efforts over the past two years.

Table A		
Overview of Commission on Equity Work 2022-2023		
Year	Month	Activity
2022	January	Discussed participation in Lacey's Cultural Celebration DEI Strategic Plan Workshop #4: Revisit Equity Values, Mission, and Vision Statements & Overview of Values-based decision making in practice Community Engagement Update Focus Group Subcommittee Update Juneteenth Celebration Update
2022	February	Joint Meeting w/ Lacey City Council – Review of Work & 2022 Work Plan Review of BIPOC Business Startup Training Program LPD Presentation DEI Strategic Plan Workshop #5: Values Based Decision Making in Practice Focus Group Strategy Booth at the Lacey Cultural Celebration
2022	March	Held a focus group with Lacey Youth Council Held a booth at the Lacey Cultural Celebration Discussed developing a Community Connectivity Assessment (CCA) Reviewed DEI Strategic Plans from other organizations DEI Strategic Plan Workshop #7: Creating and Prioritizing Action
2022	April	Reviewed Parks & Recreation Facility Policies Reviewed Parks, Culture & Recreation Comprehensive Plan - Public Involvement Plan Reviewed the City's Communications Plan
2022	May	Thurston County Climate Mitigation Plan & Advisory Board Current Planning – CED Presentation Reviewed Proclamation Policy Reviewed Flag Policy and Juneteenth Flag addition in 2022 Continued discussion on CCA development Juneteenth Celebration Update Police Facility Community Advisory Panel Update (CAP)

2022	June	Held 41st Juneteenth Celebration in partnership with the Fred U. Harris Lodge DEI Strategic Plan Workshop #9: Monitoring and accountability of DEI Strategic Planning DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 1 Continued review of the Flag Policy Police Facility Community Advisory Panel Update (CAP)
2022	July	Public Works Presentation DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 2 Flag Policy Review; Created a recommendation 2022 Work Plan Check-in
2022	August	Finance Presentation DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 3 Juneteenth After Action Report
2022	September	City Attorney's Office Presentation DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 4
2022	October	Nat and Thelma Jackson Historical Marker & Art Piece Dedication @ the Lacey Community Center Overviewed the Affordable Housing Strategy DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 5
2022	November	Reviewed a Draft Land Acknowledgement and Land Acknowledgement Policy Reviewed the City's Art Plan & Utility Wrap Project 2023 DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 6
2022	December	DEI Strategic Plan Workshop: Focus Areas, Impact Statements, and Strategies Part 7 Reviewed a draft Work Plan 2023 & Joint Meeting with Lacey City Council Community Engagement Efforts & Initiatives
2023	January	Advisory Body Compensation Draft Land Acknowledgement and Land Acknowledgement Policy Review Sponsorship Policy Review

2023	February	NTPS Update on Equity Efforts JPII Update on Equity Efforts LPCR Comprehensive Plan first draft review Utility Wrap Update Senior Services for the South Sound Presentation Focus Groups with community members Lacey Cultural Celebration Joint Meeting with the Lacey City Council
2023	March	Scholarship Policy Review Cultural Celebration Review Black and African American Community Forum Review Juneteenth Planning Update Advisory Body Compensation Update Utility Wrap Project Update Thurston League of Women Voters Equity Commission Panel
2023	April	Parks, Culture, and Recreation Event Overview Land Acknowledgement and Land Acknowledgement Policy Advisory Board Stipend Program
2023	May	Parks, Culture, and Recreation Comprehensive Plan Review Sign Code Discussion Juneteenth Celebration Update Thurston County League of Women's Voters Equity Panel Update LGBTQIA+ Community Forum Update Equity Presentation at Joint Lacey City Council and North Thurston Public School Board Meeting
2023	June	Timberland Library Equity Efforts Public Meeting Portal Overview Oral History Project Land Acknowledgement Policy 2023 Juneteenth Celebration Overview & Engagement LGBTQIA+ Community Forum Update
2023	July	Public Meeting Portal Overview, Part II Social Services Overview and Lacey Veterans Services Overview LGBTQIA+ Community Forum and Community Engagement Equity Tools Overview
2023	August	Legislative Meeting Process Overview LGBTQIA+ Community Forum - Online Survey Update Joint Animal Services Overview Lacey Police Department Community Academy

2023	September	Advisory Board Open Positions: Planning Commission Community Liaisons Program Overview Land Acknowledgement Application Community Forum - Centering Immigrant Communities Naming of Facilities Overview
2023	October	Cancelled
2023	November	Advisory Board Stipend Program Demographic Data Collection Draft Work Plan 2024 DEI Strategic Plan: Document Element Review, Part 1 Community Forum – Centering Immigrant Communities Discussion Equity Tools Overview, Part II
2023	December	Election of Officers Community Liaisons, Part II 2024 Work Plan Recommendation DEI Strategic Plan Workshop: Document Elements Review, Part 2 Lacey Cultural Celebration 2024 2024 Schedule
2024	January	Advisory Board Stipend Program and Demographics Survey State Business Presentation DEI Strategic Plan Workshop: Document Elements Review, Part 3 - Commission on Equity Message and Demographics
2024	February	Thurston County EDC Presentation Lacey Chamber of Commerce Presentation Economic Development Update Middle Housing Public Engagement DEIB Strategic Plan Update Lacey Cultural Celebration Community Forum Planning
2024	March	Climate and Sustainability Efforts Update Human Services Presentation Community Liaison Program Advisory Board Stipend Program Demographic Data Draft DEIB Strategic Plan Workshop: City Workforce Data Review Equity and Inclusion Program Coordinator
2024	April	Public Comment Policy Meeting with the Lacey Youth Council Community Liaison Program Utility Wrap Project Phase I Review Draft DEIB Strategic Plan: Status Overview, Part I

		League of Women Voters Equity Panel Update All Abilities Community Forum Lacey Cultural Celebration Feedback Equity and Inclusion Project Manager Update May Meeting Discussion
2024	May	School Resource Officer Program Overview Draft DEIB Strategic Plan: Status Overview, Part II and Draft Review Equity Index Maps Overview 43rd Juneteenth Celebration Update Future Community Forums
2024	June	Equity and Inclusion Program Manager Introduction North Thurston Public Schools Update All Abilities - Community Forum Feedback Review Draft DEIB Strategic Plan Review Juneteenth Celebration Parks Improvement Funding Work Group
2024	July	Comprehensive Plan Update: Communications and Community Engagement Plan Human Services Update: Grant Program, Draft Community Participation Plan and Draft Needs Assessment Outline Utility Wrap Project Phase I Update Community Forum and Regional Event Planning Update DEIB Strategic Plan Update Regional DEIB Government Staff Meetings
2024	August	University & College Equity Initiatives: Saint Martin's University, South Sound Community College Thurston County Equity Coalition TOGETHER! Club House and Equity Initiatives Overview Park Improvement Funding Work Group Update Lacey Police Department Community Academy
2024	September	Diversity, Equity, Inclusion, and Belonging Strategic Plan Adoption Celebration Lacey Youth Council Representative Introduction: Kieran Powell Advisory Board Handbook Updates Human Services Update: Commission, Grant Program, and Needs Assessment Survey Equity Index Maps Discussion Park Improvement Funding Work Group Update Tentative October Schedule

2024	October	Black Home Initiative Housing Update: Covenant Homeownership Act - 2023 HB 1474 Community Resource Unit / Mobile Outreach Team / 30x30 Initiative Equity Initiative Update Park Improvement Funding Work Group Update
2024	November	
2024	December	

2024 Work Plan Report Card: Table B provides a succinct overview of the 2024 Work Plan activities and their respective progress (complete, in-progress, not started).

Table C				
2024 Work Plan				
Year	Q	Category	Activity	Status
2024	Q1	Engagement	Participate in the Lacey Cultural Celebration.	Complete
			Hold a joint/informational meeting with Business community representatives: Thurston County EDC, local Chambers, etc.	Complete
		Strategic Plan	Continue work on Draft DEI Strategic Plan.	Complete
		Policy Items	Continue research and review on paid community liaison programs.	In-progress
			Continue research on Equity Tools.	In-progress
			Review other City policy documents, as they come up. (e.g., Economic Development Plan, etc.)	Complete
		Program Items	Joint meeting with City Council and Annual Report Out	Complete
		Events	Start 42nd Juneteenth Celebration planning with Fred U. Harris Lodge	Complete

			Participate in the Lacey Cultural Celebration.	Complete
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Year	Q	Category	Activity	Status
2024	Q2	Engagement	Hold a focus group with community members / affinity group(s) (All Abilities)	Complete
			Joint Meeting with the Lacey Youth Council.	Complete
			Hold a joint/informational meeting with DEI representatives from local education institutions	Established regular staff meeting
		Strategic Plan	Continue work on Draft DEI Strategic Plan.	Complete
		Policy Items	Continue research and review on paid community liaison programs; create a recommendation.	In-progress
			Continue research and review on equity tools; create a recommendation.	In-progress
			Start review of Advisory Board recruitment process.	Not started
			Comprehensive Plan Involvement.	In-progress
			Review other City policy documents, as they come up.	Complete
		Program Items	Review of Community Survey options.	Not started
		Events	Participate in the 42nd Juneteenth Celebration with the Fred U. Harris Lodge.	Complete
			Start planning DEI Summit.	In-progress

Year	Q	Category	Activity	Status
2024	Q3	Engagement	Hold a joint/informational meeting with DEI representatives from other government entities.	Complete
			Hold a focus group with community members / affinity group(s) (TBD).	In-progress
		Strategic Plan	Recommend Adoption of Strategic Plan.	Complete
		Policy Items	Start research and review of Equity Maps.	In-progress
			Continue Comprehensive Plan Involvement.	In-progress
			Create recommendation on Advisory Board Recruitment process.	Not started
			Review other City policy documents, as they come up.	Complete
		Program Items	Recommend Community Survey options.	Not started
		Events	Continue Planning DEI Summit	In-progress

Year	Q	Category	Activity	Status
2024	Q4	Engagement	Hold a focus group with community members (TBD).	In-progress
			Recruit for COE Members (if needed)	Complete
		Strategic Plan	Implementation (continuously)	In-progress
		Policy Items	Continue research and review of Equity Maps.	In-progress
			Continue Comprehensive Plan Involvement.	In-progress
			Review other City policy documents, as they come up	In-progress
			Draft 2025 Commission on Equity Work Plan	In-progress
		Program Items	-	
		Events	Host DEI Summit	In-progress, Spring 2025

In-progress and not started items were incorporated in to the 2025 Workplan.

2025 Work Plan Report

Table C provides a succinct overview of anticipated COE efforts in 2025.

Continued items:

Advisory Board recruitment process review*
Equity Tools*
Equity Maps*
Community Liaison Programs*
Community Surveys*
Comprehensive Plan involvement*
DEIB Summit planning and hosting*
Continued forums and other engagement and events*

New items:

2024 DEIB Strategic Plan Report*
Language Access Plan Review*
Employees Survey Review*
Cross Departmental Equity Team Review*
City contracting review and communication*
Other items as they come up

*Diversity, Equity, Inclusion, and Belonging Strategic Plan item

Table C				
2025 Work Plan				
Year	Q	Category	Activity	Status
2025	Q1	Engagement	Participate in the Lacey Cultural Celebration	
		Policy Items	Finalize paid community liaison program recommendation	
			Finalize Equity Map	
			Review Employee Survey	
			Review other City policy documents, as they come up (e.g., Economic Development Plan, etc.)	
			2024 DEIB Strategic Plan Report Review	
		Program Items	Joint meeting with City Council and Annual Report Out	
			Review of Community Survey options	
		Events	Start 42nd Juneteenth Celebration planning with Fred U. Harris Lodge	
			Participate in the Lacey Cultural Celebration	
			Continue planning for 2025 DEIB Regional Summit	

Year	Q	Category	Activity	Status
2025	Q2	Engagement	Hold a focus group	
			Joint Meeting with the Lacey Youth Council.	
			Hold a joint/informational meeting with DEIB representatives from local education institutions	
		Policy Items	Continue Advisory Board Process	
			Continue research and review on equity tools	
			Start review of Advisory Board recruitment process	
			Comprehensive Plan Involvement	
			Review other City policy documents, as they come up	
		Program Items		
		Events	Participate in the 42nd Juneteenth Celebration with the Fred U. Harris Lodge.	
			Host 2025 DEIB Regional Summit with partners	

Year	Q	Category	Activity	Status
2025	Q3	Engagement	Hold a joint/informational meeting with DEIB representatives from other government entities.	
			Hold a focus group with community members / affinity group(s) (TBD).	
		Policy Items	Review Language Access Plan	
			Continue Comprehensive Plan Involvement	
			Review Cross Departmental Equity Team Plan	
			Review other City policy documents, as they come up.	
		Program Items	Recommend Community Survey options.	
		Events		

Year	Q	Category	Activity	Status
2025	Q4	Engagement	Hold a focus group with community members	
			Recruit for COE Members (if needed)	
		Policy Items	Review contracting and opportunities for information sharing	
			Continue Comprehensive Plan Involvement.	
			Review other City policy documents, as they come up	
			Draft 2026 Commission on Equity Work Plan	
		Program Items	-	
		Events	Start 2026 DEIB Regional Summit Planning	