



Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, June 23, 2025

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as 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 June 2, 2025, meeting minutes

5. Public Comment

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

6. Inspirational Item

- A. Commissioner Hegwood

7. Business Items

- A. **Language Access Plan Review and Language Service Update**
Veronica Hand, Equity and Inclusion Program Manager
- B. **First-Time Homebuyer and Fair Housing Forum Introduction**
Veronica Hand, Equity and Inclusion Program Manager
- C. **Community Events and Celebrations Policy Review**
Shannon Kelley-Fong, Assistant City Manager

8. Commissioner Reports

- A. **Juneteenth Proclamation**
Commissioner Jackson
- B. **LGBTQIA+ Pride Month Proclamation**
Commissioner Clay
Commissioner Hegwood
- C. **Pride Night at the Lacey Night Market**
Commissioner Clay
Commissioner Hegwood

9. Director Report

- A. **Retreat Update**
Shannon Kelley-Fong, Assistant City Manager
- B. **Equity Map Update**
Shannon Kelley-Fong, Assistant City Manager
- C. **DEIB Advisory Board Regional Meeting Update**
Shannon Kelley-Fong, Assistant City Manager
- D. **Community Forum Updates**
Shannon Kelley-Fong, Assistant City Manager

10. Adjourn

Next Meetings and Upcoming Events

- **Commission on Equity Meeting** - July 28, 2025 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - August 25, 2025 - 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_Qj-VA6H1RWebiv1m5PP8Q
City Website:	https://cityoflacey.org/government/public-meetings/
YouTube:	https://www.youtube.com/watch?v=Cbj6v3fM05U
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 826 7007 8890)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items. **Ballot measure endorsements (in support or opposition) are not allowed during Public Comment. This includes comments on candidates or the Lacey Metropolitan Park District (RCW**

42.17A.555).

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 meeting room.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_Qj-VA6H1RWebiv1m5PP8Q

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

Written Public Comment

Please email written public comments to coe@cityoflacey.org. The comment period will close two hours before the meeting time. 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.



Commission on Equity Minutes

Monday, June 2, 2025

Council Chambers and Online

1. Call to Order

Vice Chair Jackson called the meeting to order at 5:30 p.m.

2. Roll Call

COMMISSIONERS PRESENT: Thelma Jackson, Vice Chair; Commissioners Clifton Brown, Annie Clay, Makieda Hart, and Jon Hegwood (remote); and Kieran Sills-Powell, Lacey Youth Council Representative (remote and present until 7:02 p.m.)

COMMISSIONERS EXCUSED: Kim Sauer, Chair and Raul Garza, Commissioner

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Ryan Andrews, Community Planning Manager; Veronica Hand, Equity and Inclusion Program Manager; Jenny Wilson, Senior Parks Planner; and Brandy Legomina, Deputy City Clerk

3. Land Acknowledgement

Commissioner Brown presented the abbreviated Land Acknowledgment.

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

- A. Approval of Agenda
- B. Approval of April 28, 2025, meeting minutes

Commissioner Hart moved to approve the agenda, previous meeting minutes, and consent agenda. Commissioner Hegwood seconded. The motion carried.

5. Public Comment

Verbal Public Comment

No verbal public comment was received in person or remotely.

Written Public Comment

Thirty-five (35) written public comments were received.

6. Inspirational Item

A. Annie Clay, Commissioner

Commissioner Clay presented a reading attributed to Archbishop Oscar Romero, called Prophets of a Future Not Our Own. Romero was an Archbishop in El Salvador and worked for Human Rights before he was assassinated in 1980. Clay intended this reading to remind individuals to remain strong during hard times.

7. Business Items

A. **Comprehensive Plan Update: Goals and Policy Review**

Ryan Andrews, Community Planning Manager

Andrews presented a Comprehensive Plan Update. This update included an overview of what a comprehensive plan is, what the goals of the comprehensive plan are, and details on community engagement efforts to highlight community priorities. The Commission reviewed the draft Comprehensive Plan elements, which include new and updated goals and strategies within the Climate Element, Housing Element, Land Use Element, Economic Development Element, Transportation Element, and Utilities Element. Discussion ensued.

B. **Lacey Metropolitan Park District Presentation**

Jenny Wilson, Senior Parks Planner

Wilson presented information on the Lacey Metropolitan Park District (MPD). Proposition 1 is a ballot measure scheduled for the August 5, 2025, election, for registered voters within the Lacey city limits, to create an MPD. Wilson provided an overview of park acreage and development, detailed how Lacey parks are funded, provided an overview of Lacey Parks programs and events, and detailed maintenance hours. Wilson presented two main priorities of the MPD: New Park Features and Expanded Maintenance, and detailed several potential projects.

C. **Thurston Forward: A DEI Summit for Progress Review**

Veronica Hand, Equity and Inclusion Program Manager

Hand presented a report from the Thurston Forward: DEI Summit for Progress. The Summit was a free event designed to bring community members together to

collaborate, share strategies, and engage with others committed to advocating for marginalized groups. The presentation included highlights regarding attendance, participation, summit goals, speakers, and plans for future events.

8. Commissioner Reports

Commissioner Clay requested clarification on restrictions on using public facilities for ballot measures. Kelley-Fong provided additional context on relevant state law provisions.

Vice Chair Jackson highlighted the joint meeting with Lacey City Council and North Thurston Public School Board of Directors.

Vice Chair Jackson and Commissioners Hegwood and Hart shared perspectives from the Veterans, Active Duty, and Families Community Forum.

9. Director Report

A. Pride Night at Lacey Night Market

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong invited the Commission to volunteer at the Commission on Equity booth during Pride Night at the Lacey Night Market, scheduled for June 13, 2025, at 4:00 p.m., at the Lacey Depot at 5700 Lacey Blvd SE. Schedules were shared with Commissioners who have expressed interest in volunteering for individual shifts.

B. Retreat Update

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong noted challenges with scheduling a summer retreat and requested Commission direction on holding it on a Friday or postponing to September. The Commission expressed consensus to plan the retreat for September.

10. Adjourn

Vice Chair Jackson adjourned the meeting at 8:29 p.m.



COMMISSION ON EQUITY
June 23, 2025

SUBJECT: Language Access Plan Review and Language Service Update

RECOMMENDATION: Review and provide feedback.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*
Veronica Hand, Equity and Inclusion Program Manager *VH*

ORIGINATED BY: City Manager's Department

ATTACHMENTS: **Attachment 1** – Draft Language Access Plan
Attachment 2 – Point to Your Language Poster
Attachment 3 – Know Your Rights Poster

FISCAL NOTE: Depends on 2026 Budget Funding Resources

PRIOR REVIEW: None

DEIB STRAT. PLAN: **Community Access and Engagement, Communications**
A. Implement the Communications Plan, including developing a Language Access Plan to improve communications accessibility, and continue to enhance the cultural relevancy of City materials.
1. Develop and implement a Language Access Plan.
2. Establish accessibility standards for print and digital materials. Percentage (%) of new City materials that meet accessibility standard increasingly gets to 100%.
3. The number or percentage (%) of translated City materials increases each year aligned with the Language Access Plan.

**WORK PLAN GOAL:
AND STRATEGY** Q2 - Policy Items: Review other City policy documents, as they come up

BACKGROUND: The City of Lacey is committed to fostering an inclusive and accessible community where all community members can engage with and benefit from City services, regardless of the language they speak. In service to Lacey's population diversity, the City recognizes the need to proactively address language barriers that can prevent individuals with Limited English Proficiency (LEP) from accessing essential services and information.

In compliance with Title VI of the Civil Rights Act of 1964—which prohibits discrimination on the basis of national origin, including language access—the City developed a **Language Access Plan**. The purpose of this plan is to ensure LEP individuals have equitable access to City programs, services, and communication, and to strengthen the City’s broader efforts around equity, inclusion, and community engagement.

To support implementation, the City has made a range of language access tools available to staff, including:

- **“Point to Your Language” posters** that help LEP individuals identify their spoken language for interpretation assistance, see **Attachment 2**.
- **Telephonic interpretation services**, offering real-time language support in over 240 languages.
- A mobile **video interpretation app** that includes **American Sign Language (ASL)** and provides access to interpreters 24/7, 365 days a year. A short video on this service is available here: [LanguageLine App](#)

The Language Access Plan supports City staff in serving all community members equitably and aligns with Lacey’s values of transparency, accessibility, and excellent public service. This plan is a key step toward ensuring language is not a barrier to meaningful participation in City life.

Next Steps: Review the Language Access Plan draft and provide feedback.

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Language Access Plan

City of Lacey

The City of Lacey (City) is committed to providing meaningful access to its programs and services to all community members particularly people with Limited English Proficiency (LEP).

The City offers translation and interpretation services in compliance with the Civil Rights Act of 1964.

Providing meaningful access to public services for individuals with limited proficiency in English is both a longstanding civil-rights requirement and an important policy consideration given the growing linguistic diversity in the City.

It is our responsibility to make sure language is not a barrier to participation, but rather a bridge to more inclusive and effective community engagement.

Definitions:

Certified translator:

A person employed by a vendor who has met their requirements to provide translation services.

Contracted service provider or vendor:

A business entity that contracts with The City to provide the amount and kind of services requested to serve customers in their language of preference.

Customer's preferred language:

The language that a customer identifies as the language in which they wish to communicate verbally and/or in writing with The City.

Interpretation:

The act of converting spoken or signed communication from one language to another. In consecutive interpretation, the interpreter relays a speaker's message after the speaker has paused between complete thoughts. In simultaneous interpretation, the interpreter relays while the speaker is speaking, typically involving two interpreters to provide relief.

Interpreter:

A person whose job is to translate what someone is saying into another language. A person employed by a vendor who has met the requirements to provide interpretation services. A certified interpreter must be employed by an interpreter service contracted by The City.

Language Access:

Language Access refers to the ability of LEP individuals to access services and information from government programs. The phrase "language access services" describes services that cities or government agencies use to bridge the communication barrier with LEP individuals.

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Language Access Coordinator:

Representatives (Executive Assistants) from all departments that coordinate and manage translation and interpretation requests. They may provide other oversight and advisory functions related to language access activities as needed.

Language Access Services:

The full spectrum of oral and written services available to provide meaningful access to The City's programs and services for LEP customers, including, but not limited to, in-person interpreter services, telephonic and video interpreter services, the translation of written materials and services provided by The City.

Limited English Proficiency:

The Department of Justice's (DOJ) Civil Rights Division defines persons with LEP as "individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English." These are entitled to language assistance with respect to a particular type of City service, benefit, or encounter.

LEP Group:

An LEP group is one that constitutes 5% of the population, or 1,000 people, whichever is less.

Meaningful access:

Language assistance that provides accurate and effective communication in time to allow access to a given service or program offered by The City and is available at no cost to the person with limited English proficiency.

Multilingual staff:

Employees who have demonstrated proficiency in English and at least one other language and are formally assigned through position duties to use both languages in the course of their work.

Sight translation:

Oral rendition of text written from one language into another language, usually done in the moment.

Source language:

The language of the speaker or author from which translation or interpretation occurs. For example, if an English document is translated into Korean, the source language is English.

Target audience:

The audience to which the translated document is intended for use. Some terms and concepts are hard to translate in a meaningful way due to cultural or linguistic differences. In these cases, it may be more appropriate to redesign and tailor the language of a document in English to ensure the intended message will be understood by the target audience that speaks a non-English language.

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Target language:

This is the language to which translation or interpretation occurs - the language of the listener or reader. For example: If an English document is translated into Spanish, the target language is Spanish.

Translate:

To express the sense of words or text in another language.

Translation:

The conversion of written communication from one language (source language) to another (target language) in a written form. An accurate translation is one that conveys the intent and essential meaning of the original text.

Vital Document:

Vital documents are communication forms (written information), regardless of format, deemed as vital to customer access to City services and activities, or that are required by law. We use them to provide City communities with important information regarding our programs and services. They contain information that is critical for obtaining City of Lacey's services and/or benefits. A document is a Vital Document if it affects access to, or exclusion from the City's programs or activities. We are legally required to translate vital documents when a significant number or a percentage of a Limited English Proficiency (LEP) population is likely to be directly impacted by a program, needs services, and/or information. Determining whether a document is "vital" depends on the seriousness of consequences that someone with LEP may face if the information is not provided accurately or in a timely manner in their preferred language. Whether a document is considered vital or not may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP customer if the information in question is not provided accurately or in a timely manner.

A. Provision of Language Assistance Services

The City will provide interpreters when an LEP individual requires it to access services. The interpreter will provide a full and complete interpretation. Language interpreter services are provided at the City's expense.

In the Police department, only staff authorized as interpreters or translators may provide language assistance services for the City if needed. Other multilingual employees may provide language assistance to people with LEP if for any reason the interpretation app "InSight" is not available.

When City staff first encounter an LEP person needing assistance or service, the staff member makes an initial assessment of the need for language assistance services in one of the following ways:

- **Inquiring as to the best language** of the person
- **Self-identification** by the person, or their companion (if any)

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- Using the “**Point to your Language**” poster or identification card
- **Asking a multilingual employee or qualified interpreter** to verify the person’s language

If City staff cannot determine the language spoken by a person with limited English proficiency (LEP), they can use a phone interpretation service to help identify the right language.

The interpretation app has a list of languages on its main screen. Staff can show this list on their phones so the LEP person can point to their language.

Language Access Coordinators make sure that all City staff know how to use the phone interpretation service or app, and can access it easily.

When meeting in person, staff can also use language identification cards to help figure out which language the person speaks. These cards should always be easy for staff to find and use.

According to the Department of Justice’s (DOJ) recommendation, if family members, friends, acquaintances, or neighbors are present with the person with LEP, the staff member should limit communicating through them, doing so only to inquire as to the primary language of the person with LEP and should do so only when necessary, preferring to use City resources like the “Point to your Language” poster or “I Speak” cards. City staff will not substitute family members, friends, acquaintances, neighbors, or bystanders for interpretation services that should instead be provided by the City, unless requested by the LEP person. The LEP customer also has the right to decline services from an interpreter.

The city might have an interpreter present at public meetings and different City Department events to translate spoken communication in real-time, if requested two weeks in advance, pending available resources and in accordance with ADA and other applicable laws. This service will ensure that non-English speakers can fully participate in public discussions, hearings, or other civic events. Particularly with Spanish and Korean speaking communities. The goal is to make these meetings more accessible to a broader audience, regardless of language barriers.

This effort to promote inclusivity and equal participation in government processes, ensuring that everyone can voice their concerns, ask questions, and understand what is being discussed.

B. Notice of Language Access Services

City staff will inform LEP customers about the availability of language assistance, free of charge, by providing written notice in non-English languages LEP customers will understand.

1. At a minimum, language access services notices and signs will be posted in conspicuous locations and provided to LEP customers at all City offices and points of contact with customers.
2. Notification of language access services will also be provided through one or more of the following methods: outreach documents, telephone menus and/or outreach to community-based organizations.

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The City will develop a communications plan to inform the public and City staff about available language assistance services. The communications plan will include essential information such as the availability of language assistance services in print and electronic materials, as well as outreach and services resources.

The City will strive to meet at least once a year with external stakeholders to discuss language access issues.

The City will post the language access plan on its intranet site.

If a person has a language access concern or complaint, then that person should communicate that concern or complaint to the City's language access inbox: equityandinclusion@cityoflacey.org

C. City Staff Responsibilities

1. Identify LEP customers as early as possible during initial contact.
2. Record the preferred language of LEP customers to maintain a foreign language flag or other process or procedures identified to capture this language preference information.
3. Inform LEP customers of their right to have language access services provided at no cost to them.
4. Arrange and provide effective language access services to all LEP customers.

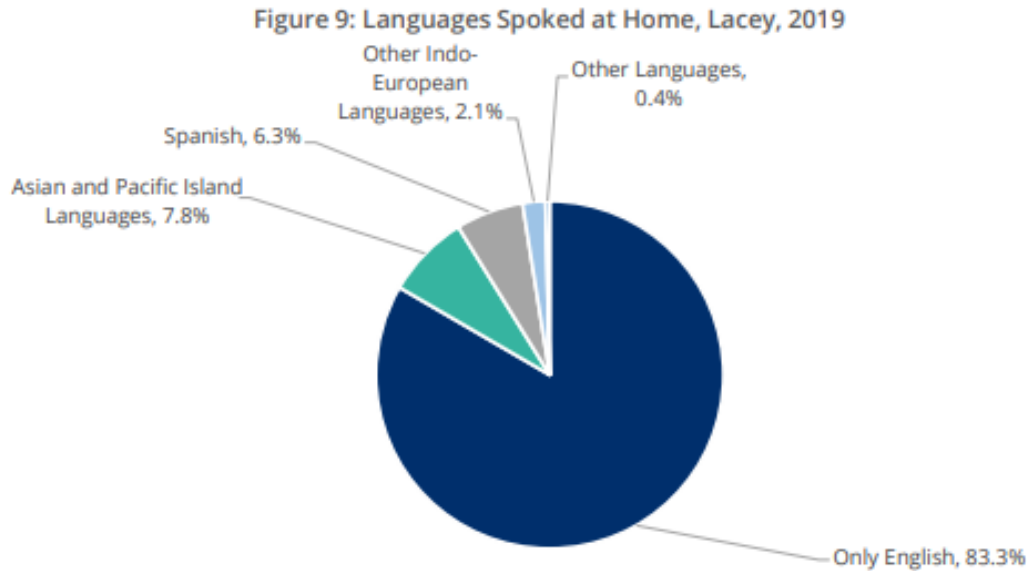
D. Identification and Assessment of LEP Communities

DOJ safe harbor provision recommends, at a minimum, that government entities translate vital information into another language for each LEP-identified language group. An LEP group is one that constitutes 5% of the population, or 1,000 people, whichever is less.

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Languages Spoken at Home

Nearly 17% of Lacey households speak a language other than English at home. Asian and Pacific Island languages and Spanish are the most prevalent.



Source: 2020 U.S. Census American Community Survey, 2019

Figure 10: Top 7 Languages Spoken at Home for Populations 5 Years and Over in Lacey			
		Estimate	% of Total
	Total:	45,849	-
1	Speak only English	38,210	83%
2	Spanish	2,900	6%
3	Korean	1,035	2%
4	Tagalog (incl. Filipino)	573	1%
5	German or other West Germanic languages	540	1%
6	Vietnamese	402	1%
7	Chinese (incl. Mandarin, Cantonese)	354	1%
Other Languages Spoken at Home			
8	Other Asian and Pacific Island languages	1,207	3%
9	Other Indo-European languages	233	1%
10	Russian, Polish, or other Slavic languages	165	0%
11	Arabic	123	0%
12	Other and unspecified languages:	65	0%
13	French, Haitian, or Cajun	42	0%

Source: 2020 U.S. Census American Community Survey, 2019

The following factors outline the City’s assessment of its LEP population and the resources that are needed to provide language assistance services.

Factor 1 – The number or proportion of LEP persons served or encountered by the City.

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The City's best guide for determining the number and proportion of LEP persons it serves or encounters is the statistical data that the City collects regarding individuals.

The City will rely on the language identified by the individual as the one they best speak and understand to create a general idea of the number and proportion of LEP persons the City interacts with on a regular basis.

Factor 2 – The frequency with which LEP persons interact with City staff and documents.

Records should be collected to provide the best data to determine the frequency with which the City encounters LEP persons. The data should reflect the number of interpreted interactions held based on the language identified by respondents as the language they speak best. There may be different interactions for the same individual (on more than one occasion) if that individual has multiple requests for services throughout the year.

Factor 3 – The nature and importance of the department, program, activity, or service the City provides.

Factor 4 – The resources available to the City and the costs.

The City is committed to ensuring LEP persons have meaningful access to City services. Most language access resources are allocated to providing telephonic interpretation, video interpretation through the app installed in all city staff cellphones and on translating vital documents, followed by in-person interpreter services.

E. Process to Translate Vital Documents

Vital documents are communication forms that provide communities in Lacey with necessary information regarding our programs and services. **The City is legally required** to translate **vital documents** when a significant number or a percentage of a Limited English Proficiency (LEP) population is likely to be directly impacted by a program, needs services, and/or information.

Determining whether a document is "vital" depends on the serious consequences that someone with LEP may face if the information is not provided accurately or promptly in their preferred language.

Here are some examples of written materials that may be considered vital:

- Applications
- Consent forms
- Complaint forms
- Intake forms
- Emergency messages and alerts
- Letters/notices about rights

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- Notices of availability of free language assistance services for linguistically diverse populations
- Public outreach or education materials
- Contact information
- Websites
- Press releases

Under most circumstances, materials primarily directed to attorneys, representatives, or other professionals will not be considered “vital” for these purposes.

The City will prioritize translating vital documents by each department submitting a list of documents to the City Manager’s Office. This determination could be based on considerations such as intended audience, location where the information will be posted, and available funding. Classification of a document as “vital” depends upon the nature of the program, information, encounter, or service involved, and the consequence to the person with LEP if the information in question is not provided accurately or in a timely manner.

Each department will review vital documents regularly to determine whether additional translations or updates are needed to maintain current and effective public information materials within the bounds of available resources.

F. Language Access Coordinators (LACs)

The City has Language Access Coordinators (LACs), designated by the City Manager, who are responsible for coordinating with the Equity and Inclusion Program Manager to support the implementation of the language access plan. Each LAC is responsible for communicating to the Equity and Inclusion Program Manager access issues that arise within their department and for working with their department’s staff on language access issues. Each LAC is also responsible for managing translation and interpretation requests for their department. LACs will also provide feedback on their department’s efforts in providing language access to LEP persons

A list with contact information and department for LACs will be posted in the intranet, along with instructions on how to request in-person interpretation services (including ASL) and translation of documents.

Instructions will include how to process inquiries, complaints, or questions submitted in non-English languages from the public. LACs will also be responsible for reviewing incoming messages from their department staff and coordinating any necessary response. If an LEP person needs assistance or if a person wants to address a language access matter or concern, the person may submit an inquiry via email. This will help ensure that the Equity and Inclusion Program Manager (EIPM) is aware of language access issues while also developing a consistent response to language access issues. Alternates may be designated to manage this system to support the EIPM.

Each LAC is responsible for implementing the Plan for their department or program.

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G. Funding and Procurement

The EIPM and LACs, with the Finance department, will monitor language access contracts and budgets to meet City needs, based on available funding.

H- Training Staff on Procedures

The EIMP, with LACs support, will develop a training for all City employees on the LAP. Training materials will cover the nature and scope of language assistance services and the specific procedures employees can access to provide services. The City will create a way to track language access issues. The tracking program will include, but is not limited to:

- Identifying the language needs of a person with LEP
- Accessing and providing language assistance services by working with an interpreter in person on the phone or video through the app.
- Translations
- Best practices for providing effective assistance to customers with LEP

I - Monitoring and Updating the Plan

LACs will meet at regular frequency to consider language access issues, develop new initiatives (if needed), and draft an annual language access report. Ad hoc meetings will occur as necessary. The following sections outline how the City will monitor compliance with the Plan.

Providing quality and accurate language assistance services is critical to City customers with LEP. The City will ensure that all staff, in their interactions with LEP customers will:

- Demonstrate high proficiency in and ability to communicate information accurately in both English and the language in which the person with LEP is proficient.
- Identify and employ the appropriate mode of interpreting (e.g., consecutive, simultaneous, or ASL interpretation).
- Understand and follow confidentiality, impartiality, and ethics rules.
- Understand and adhere to their role as City employees.
- For approved bilingual City staff, understand and adhere to their role as interpreters or translators.

The City will incorporate quality control requirements, including periodic evaluations, into its language services contracts.

In an emergency situation, City materials will be translated by certified translators and undergo a quality assurance process prior to posting.

LanguageLine Solutions, the translation and interpretation company contracted by the City, offers as part of its services a Dashboard. This dashboard will be used to track languages used during interactions with LEP customers and for reporting purposes.

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Every five years, or as necessary, the City will complete a comprehensive review and update of the Plan to reflect updated information regarding LEP communities, changing policies or procedures, and to ensure that it reflects the City's ongoing commitment to providing people with LEP meaningful access to its services.

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City of Lacey

Language Identification Guide

I Speak ...

Point to your language.
An interpreter will be provided
(by phone) at no cost to you.



Amharic አማርኛ

ቋንቋዎን ያመልክቱ። ለእርስዎ ያለ ምንም ወጪ
አስተርጓሚ (በስልክ) ይቀርባል።

Arabic العربية

حدّد لغتك. وسيتم توفير مترجم فوري (عبر الهاتف)
بشكل مجاني.

Cantonese 廣東話

說明您的語言。我們將免費為您提供(電話)口譯
服務。

Mandarin 普通话

说明您的语言。我们将免费为您提供(电话)口译
服务。

Spanish Español

Apunte a su idioma. Se le proporcionará un
intérprete (por teléfono) sin costo para usted.

Tagalog Tagalog

Punto sa iyong wika. Ang tagapagsalin ay
ibibigay (sa pamamagitan ng telepono) nang
walang bayad.

Telugu తెలుగు

మీ భాషకు పాయింట్. మీకు ఏ మాత్రం ఖర్చు లేకుండా
(ఫోన్ ద్వారా) ఒక ఇంటర్ప్రీటర్ను ఇస్తాము.

Ukrainian українська

Вкажіть свою мову. Вам буде
безкоштовно надано перекладача (по
телефону).

Vietnamese Tiếng Việt

Chỉ vào ngôn ngữ của quý vị. Một phiên dịch
viên sẽ được cung cấp (qua điện thoại) miễn
phí cho quý vị.

Hindi हिंदी

अपनी भाषा के सामने उंगली दिखाएं। आपको बिना किसी
लागत के (फ़ोन द्वारा) दुभाषिया प्रदान किया जाएगा।

Korean 한국어

언어를 지정하십시오. 통역사가 무료로(전화로)
제공됩니다.

Punjabi ਪੰਜਾਬੀ

ਆਪਣੀ ਭਾਸ਼ਾ ਦੱਸੋ। ਤੁਹਾਨੂੰ ਇੱਕ ਦੁਭਾਸ਼ੀਆ (ਫੋਨ ਰਾਹੀਂ)
ਲਗਭਗ ਮੁਫਤ ਮੁਹੱਈਆ ਕਰਾਇਆ ਜਾਏਗਾ।

Russian Русский

Укажите, на котором вы говорите. Вам
бесплатно предоставят переводчика (по
телефону).

Somali Soomaali

Farta ku fiiq luuqadaada. Turjumaan ayaa si
lacag la'aan ah (telefoonka) laguugu diyaarin
doonaa.

This poster is provided by the City of Lacey, Equity and Inclusion Program. Request this information in an alternative format at 7-1-1, 1-800-833-6384, or EquityandInclusion@CityofLacey.org.



Know Your Rights

CITY OF LACEY



Know Your Rights (English)

Your rights are important to us. The City of Lacey complies with all applicable laws, regulations and executive orders regarding non-discrimination. We will not deny or exclude any person from any program, activity, or facility based on race, color, national origin, language, sex, age, disability, religion, or any other protected class. If you feel like you have been discriminated against, please contact the Equity and Inclusion Program Manager listed below.

تعرف على حقوقك (Arabic العربية)

تعد حقوقك مهمة بالنسبة لنا. تلتزم مدينة لاسي (City of Lacey) بجميع القوانين، واللوائح التنظيمية، والأوامر التنفيذية المعمول بها فيما يتعلق بعدم التمييز. إننا لن نرفض أو نستثني أي شخص من أي برنامج، أو نشاط، أو منشأة استناداً إلى لعرق، أو اللون، أو الأصل القومي، أو اللغة، أو الجنس، أو العمر، أو الإعاقة، أو لدين، أو أي فئة محمية أخرى. إذا كنت تشعر بأنه قد تم التمييز ضدك، فيرجى التواصل مع مدير برنامج الإنصاف والشمول الوارد أدناه.

자신의 권리를 파악하십시오 (Korean 한국어)

귀하의 권리는 우리에게 중요합니다. City of Lacey는 차별 금지와 관련된 모든 해당 법률, 규정 및 행정 명령을 준수합니다. City of Lacey는 인종, 피부색, 출신 국가, 언어, 성별, 연령, 장애, 종교 또는 기타 보호 계층에 기반을 두어 프로그램, 활동 또는 시설에서 개인을 거부하거나 배제하지 않습니다. 차별을 받았다고 느끼시면 아래에 나와 있는 평등 및 포용 프로그램 관리자에게 연락하십시오.

ਆਪਣੇ ਹਕਾਂ ਨੂੰ ਜਾਣੋ (Punjabi ਪੰਜਾਬੀ)

ਤੁਹਾਡੇ ਹੱਕ ਸਾਡੇ ਵਾਸਤੇ ਮਹੱਤਵਪੂਰਨ ਹਨ। City of Lacey ਗੈਰ-ਵਿਤਕਰੇ ਨਾਲ ਸਬੰਧਤ ਸਾਰੇ ਲਾਗੂ ਕਾਨੂੰਨਾਂ, ਨਿਯਮਾਂ ਅਤੇ ਕਾਰਜਕਾਰੀ ਆਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰਦਾ ਹੈ। ਅਸੀਂ ਨਸਲ, ਰੰਗ, ਰਾਸ਼ਟਰੀ ਮੂਲ, ਭਾਸ਼ਾ, ਲਿੰਗ, ਉਮਰ, ਅਧਿਕਾਰਤਾ, ਧਰਮ, ਜਾਂ ਕਿਸੇ ਹੋਰ ਸੁਰੱਖਿਅਤ ਸ਼੍ਰੇਣੀ ਦੇ ਆਧਾਰ 'ਤੇ ਕਿਸੇ ਵੀ ਪ੍ਰੋਗਰਾਮ, ਗਤੀਵਿਧੀ, ਜਾਂ ਸਹੂਲਤ ਤੋਂ ਕਿਸੇ ਵੀ ਵਿਅਕਤੀ ਨੂੰ ਇਨਕਾਰ ਜਾਂ ਬਾਹਰ ਨਹੀਂ ਕਰਾਂਗੇ। ਜੇ ਤੁਹਾਨੂੰ ਲੱਗਦਾ ਹੈ ਕਿ ਤੁਹਾਡੇ ਨਾਲ ਵਿਤਕਰਾ ਹੋਇਆ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਸੂਚੀਬੱਧ ਸਮਾਨਤਾ ਅਤੇ ਸਮੂਹੀਅਤ ਪ੍ਰੋਗਰਾਮ ਮੈਨੇਜਰ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

Знайте о своих правах (Russian Русский)

Ваши права важны для нас. City of Lacey соблюдает все применимые законы, нормативные правовые акты и исполнительные приказы о недопустимости дискриминации. Мы не будем запрещать участие или не допускать кого бы то ни было к участию в программах, мероприятиях или посещению учреждений на основании расы, цвета кожи, национального происхождения, языка, пола, инвалидности, религии или на основании других защищенных признаков. Если вы считаете, что вас дискриминируют, обратитесь к указанному ниже Equity and Inclusion Program Manager.

Ogow Xuquuqdaada (Somali Soomaali)

Xuquuqdaada muhiim ayay inoo tahay. City of Lacey waxay u hoggaansameysaa dhammaan shuruucda ku dabaqma, xeernidaamyada, iyo amarrada laamaha fulinta ee ku saabsan takoorid la'aanta. Cidna uma diideyno ama kama reebayno barnaamij kasta, waxqabad, ama xarun iyadoo sababta lagu saleynayo ay tahay isirka, midabka, qofka asal ahaan meesha uu ka soo jeedo, luuqadda, jinsiga, da'da, naafonimada, diinta, ama dabaqad kastoo kale oo la ilaaliyo Haddii aad dareento in lagu takooray, fadlan la soo xiriiir Equity and Inclusion Program Manager ah ee hoos ku xusan

Conozca sus derechos (Spanish Español)

Sus derechos son importantes para nosotros. La ciudad de Lacey cumple todas las leyes, reglamentos y órdenes ejecutivas aplicables referentes a la prohibición de la discriminación. No negaremos el acceso ni excluirémos a ninguna persona de ningún programa, actividad o instalación por motivos de raza, color, país de origen, idioma, sexo, edad, discapacidad, religión o cualquier otra clase protegida. Si siente que lo han discriminado, comuníquese con la gerente del programa de equidad e inclusión que se indica abajo.

了解您的权利 (Chinese Simplified 简体中文)

您的权利对我们至关重要。City of Lacey遵守所有适用的关于反对歧视的法律、法规及行政令。我们不会基于种族、肤色、民族、血统、语言、性别、年龄、残疾、宗教或任何其他受保护阶层而拒绝或排斥任何人参加任何计划、活动或设施。如果您觉得自己受到了歧视，请联系下列平等与包容计划管理员。

瞭解您的權利 (Chinese Traditional 繁體中文)

您的權利對我們至關重要。City of Lacey 遵守所有適用的關於反對歧視之法律、法規及行政令。我們不會基於種族、膚色、民族、血統、語言、性別、年齡、殘疾、宗教或任何其他受保護階層而拒絕或排斥任何人參加任何計畫、活動或設施。若您覺得自己受到了歧視，請與下列平等與包容計畫管理員聯絡。

Malaman ang Mga Karapatan Mo (Tagalog Tagalog)

Mahalaga sa amin ang mga karapatan mo. Sumusunod ang Lungsod ng Lacey sa lahat ng mga naaangkop na batas, regulasyon, at mga executive order tungkol sa walang diskriminasyon. Hindi namin tatanggihan o ibubukod ang sinuman mula sa anumang programa, aktibidad, o pasilidad batay sa lahi, kulay, bansang pinanggalingan, wika, kasarian, edad, kapansanan, relihiyon, o anumang iba pang protektadong uri. Kung sa pakiramdam mo ay nadiskrimina ka, mangyaring makipag-ugnayan sa Equity and Inclusion Program Manager na nakalista sa ibaba.

Знайте свої права (Ukrainian Українська)

Ваші права важливі для нас. Lacey дотримується всіх чинних законів, постанов і розпоряджень щодо недискримінації. Ми не будемо відмовляти чи виключати будь-яку особу з будь-якої програми, діяльності чи закладу на основі раси, кольору шкіри, національного походження, мови, статі, віку, інвалідності, релігії чи будь-якого іншого захищеного класу. Якщо ви відчуваєте, що зазнали дискримінації, будь ласка, зв'яжіться з менеджером програми з питань рівноправності й інклюзивності, указаним нижче.

Biết Các Quyền Của Quý Vị (Vietnamese Tiếng Việt)

Các quyền của quý vị rất quan trọng đối với chúng tôi. Thành Phố Lacey tuân thủ tất cả các luật lệ, quy định và sắc lệnh hiện hành liên quan đến việc không phân biệt đối xử. Chúng tôi sẽ không từ chối hay loại trừ bất kỳ người nào ra khỏi bất cứ chương trình, hoạt động hoặc cơ sở nào dựa trên chủng tộc, màu da, nguyên quán, ngôn ngữ, giới tính, tuổi tác, tình trạng khuyết tật, tôn giáo hoặc mọi tầng lớp được bảo vệ khác. Nếu quý vị cảm thấy mình bị phân biệt đối xử, xin liên hệ với Giám Đốc Chương Trình Công Bằng và Hòa Nhập được liệt kê dưới đây.



Language Access
Complaint Form

Website:
CityofLacey.org/Equity

Call: 360-486-8753

TTY: 711

Email: EquityandInclusion@CityofLacey.org

Mailing Address:

Equity and Inclusion Program Manager
City of Lacey
420 College St SE, Lacey, WA 98503



COMMISSION ON EQUITY
June 23, 2025

SUBJECT: **Community Events and Celebrations Policy Review**

RECOMMENDATION: Option 1: Motion to “Recommend the Draft Community Events and Celebrations Policy to the Lacey City Council.”

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

ORIGINATED BY: City Manager’s Department

ATTACHMENTS: **Attachment 1** – Draft Community Events and Celebration Grant Policy

FISCAL NOTE: There is no budget for this project. Future request as part of the 2026 Budget.

PRIOR REVIEW: [Commission on Equity – March 24, 2024](#)
[Commission on Equity – February 24, 2024](#)

DEIB STRAT. PLAN: Programs, Policies, and Services: City Policies:

B. Provide services that are responsive, transparent, accountable, equitable, and welcoming with an emphasis on providing a safe, trusted environment for underserved community members.

G. Recognized and support diversity and inclusiveness through acknowledgement statements, public art, events, programs, and use of City platforms to amplify community voices.

Community Access and Engagement:

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.

WORK PLAN GOAL: Q3 – Research and consider community celebrations, including LGBTQIA+, Latino events

AND STRATEGY Q4 – Make a recommendation on community celebrations, including LGBTQIA+, Latino events

BACKGROUND: As part of the 2025 Work Plan, the Lacey City Council requested that the Commission on Equity (COE) consider how the City of Lacey (City) may be able to amplify and celebrate additional community events and cultural celebrations, including LGBTQIA+ and Latino/ae events, in the future.

At the February 24, 2024, COE meeting, the concept of a City grant program to support community events and cultural celebrations was discussed. This discussion included an overview of limited resources, finding community sustainability and support, and providing a transparent and equitable approach to creating open systems that support procedural and outcome fairness.

Currently, the City has limited staff resources to support additional community or cultural events. Given this constraint, considering a grant program is recommended. The program could be modelled similarly to the Neighborhood Match Grant Program (HOA), the Human Services Grant Program, and the Lodging Tax program. The City does not directly provide these services, but does provide funding to support these programs. Importantly, while a grant program would reduce necessary staffing resources compared to organizing an event, it would not eliminate staffing resources, as staff would still be needed to advertise and process applications, including potential reviews by advisory boards, and ensure all policies, administrative, and financial, are met.

Staff performed additional research on similar grant programs provided by other government jurisdictions. These finds and additional materials from Bend, OR were discussed at the March 24, 2025, Commission on Equity meeting. They included a review of the following elements:

1. Establishing a purpose
2. Establishing a process
3. Differentiating from City Events
4. Eligibility
5. Use of funds
6. Reporting
7. Violations
8. Funding considerations

Next Steps: The Commission on Equity could consider one of the following options. Staff recommends Option 1.

Option 1: Recommend the Draft Community Events and Celebrations Policy to the Lacey City Council.

Option 2: Provide direction to City staff on other elements to consider in regards to the Draft Community Events and Celebrations Policy.

Review the updated Draft Community Events and Celebrations Policy at the next Commission on Equity meeting.

Option 3: Do not make a recommendation on the Draft Community Events and Celebrations Policy to the Lacey City Council.

Option 4: Some other option not contemplated in the above.



Community and Cultural Event Grant Policy

Goals

The City supports a wide range of community and cultural events that benefit the Lacey community. The City desires to provide fair and equitable treatment of entities seeking Community and Cultural Event grants through this program.

Program Requirements

1. **Eligible events:** Events must meet the following:
 - a. Advance Council-adopted goals, City-wide policies, and the City's strategic planning;
 - b. Promote the City and create a welcoming environment;
 - c. Benefit the City's diverse communities;
 - d. Create and maintain an environment free of discrimination;
 - e. Be open to the general public and have no admission fees; and
 - f. Be held in the city of Lacey or Lacey Urban Growth Area.
2. **Eligible entities:** Non-profits with 501(c)3 status that are registered with the Washington Secretary of State.
3. **Ineligible entities:**
 - a. Any religious, church, creed or sectarian organization promoting religious purposes. Religious organizations are not excluded from receiving grants or sponsorships; however, the purpose of the event must align with the goals outlined in this Policy.
 - b. Political organizations and/or individual campaigns.
 - c. Organizations or individuals that discriminate on the basis of age (if the individual is 18 years of age or older), race, sex, sexual orientation, gender identity, marital status, disability, national origin, or any other protected class per federal, state, or local law.

4. The City, at its discretion, awards funding. Selected entities may not receive full funding. Sponsorship or grant approval in one year does not imply or guarantee approval in subsequent years.
5. Maximum and minimum award amounts:
 - a. Maximum: \$5,000
 - b. Minimum: \$500
6. One proposal allowed per entity per application cycle.
7. Proposals do not require a dollar-for-dollar funding match for City funds awarded. However, proposals with funding matches may be allocated additional points during evaluation.
8. The City will establish a selection process that includes staff review of applications and recommendations by the Commission on Equity (COE). Final approval is reserved for the Lacey City Council. Presentations may be requested of entities.
9. Organizations selected to receive grant funding must enter into a written agreement with the City and be able to:
 - a. Provide proof of general liability insurance coverage for the event
 - b. Provide documentation as a 501(c)3 and Washington Secretary of State registration
 - c. Provide reports and invoices with backup documentation
 - d. Sign documents electronically through City-approved systems
 - e. Submit an annual report
 - f. Retain records for seven years
 - g. Provide authorization by their governing body or executive director (or equivalent) to apply and receive program funds.

10. **Acceptable funding uses:** Event coordination, including, but not limited to, reasonable expenses for staff time, advertising, venue costs, equipment, rentals, food or catering costs (excluding alcohol), and permitting fees.

11. **Unacceptable funding uses:**

- a. Purchase of alcohol or alcoholic beverages, or other drugs or consumables infused with ingredients derived from drugs.
- b. Purchase of products or services for the promotion of religious purposes.
- c. Purchase of products or services for the promotion of political activity.

12. **Probation:** If an entity is unable to hold the community or cultural event within the term of the agreement, the agency will be ineligible to participate in the next round of grant funding. Accommodations may be made for extenuating circumstances.

13. **Transparency:** The City will publish a complete list of organizations or individuals receiving grant funds, including the amount and a brief description of how those funds will be used.