



COMMISSION ON EQUITY AGENDA

OCTOBER 24, 2022

5:30 P.M.

IN-PERSON & REMOTE ATTENDANCE

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

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

(https://us02web.zoom.us/webinar/register/WN_OXYY5xDQ5W46jGP7d5O5Q)

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

(888) 788-0099 or (877) 853-5247 - when prompted enter **Webinar ID**
press #: 836 3931 9716 (*participant ID not required*)

Watch live or as a recording on YouTube. (<https://youtu.be/ZPbvPM8WATo>)

CALL TO ORDER: 5:30 P.M.

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

- Approval of Agenda
- [Meeting Minutes from September 26, 2022](#)

2. Public Comment

In-person – Lacey Council Chambers

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

By Phone – Please press *9

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

3. Inspirational Item

Alanis Blackburn, Lacey Youth Council Representative

4. Business Items:

A. Housing Action Plan Overview

Community and Economic Development Representative

B. [Lacey Parks, Culture, and Recreation Comprehensive Plan Overview](#)

Jen Burbidge, Director of Parks, Culture, and Recreation Department

C. [Strategic Diversity, Equity, and Inclusion Plan Workshop – Focus Areas, Impact Statements, and Strategies, Part 5](#)

Shannon Kelley-Fong, Assistant City Manager

5. **Commissioner Reports**

6. **Director Report**

- A. City of Lacey Proposed 2023 Budget Highlights – full presentation: [Lacey City Council Meeting - October 20, 2022 - YouTube](#)
- B. Joint meeting with Park Board of Commissioners – November 14, 2022
- C. 2023 Work Plan
- D. November and December meeting dates
- E. [Upcoming Presiding Officer Elections](#)

7. **ADJOURN**

Next Meetings & Events:

- **Joint Meeting with Commission on Equity & Park Board of Commissioners** – Monday, November 14, 2022 - 5:30 p.m. at City Hall or remote.
- **Commission on Equity Regular meeting** – Monday, November 28, 2022 - 5:30 p.m. at City Hall or remote.

**MINUTES OF LACEY COMMISSION ON EQUITY,
MONDAY, September 26, 2022
VIA ZOOM WEBINAR**

EQUITY COMMISSIONERS PRESENT: Chair Thelma Jackson, Vice Chair Cliff Brown, Kim Sauer, Annie Clay, Jon Hegwood, Makieda Hart, Kristine Stolberg

EQUITY COMMISSIONERS ABSENT:

COUNCIL PRESENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM); Dave Schneider, City Attorney; Rafael Fernandez, Management Analyst (MA)

RECORDING: [Commission on Equity - September 26, 2022 - YouTube](#)

CALL TO ORDER:

Chair Jackson called the meeting to order at 5:31 p.m.

1. APPROVAL OF AGENDA AND CONSENT AGENDA:

Approval of the Consent Agenda:

- Approval of Agenda
- Meeting Minutes from August 22, 2022

COMMISSIONER CLAY MOVED TO APPROVE THE CONSENT AGENDA. COMMISSIONER HEGWOOD SECONDED. MOTION CARRIED.

2. PUBLIC COMMENT:

Virtual – No Public Comment

In-person – No Public Comment

Written Public Comments - The deadline to submit written public comments was 12:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record. One (1) written public comment was received and will be made part of the meeting record.

3. INSPIRATIONAL ITEM:

Vice Chair Brown...

4. BUSINESS ITEMS:

A. City Attorney's Office Introduction

Dave Schneider, City Attorney, provided an overview of the City Attorney's Office. Woo discussed the City Attorney's function, diversion programs, and organization. Discussion ensued.

B. Strategic Diversity, Equity, and Inclusion Plan Workshop – Focus Areas, Impact Statements, and Strategies, Part 4

ACM Kelley-Fong additionally provided a review of the various stages of the DEI Strategic Plan. ACM Kelley-Fong introduced draft DEI Strategic Plan elements and draft benchmarks and indicators for Workforce & Work Environment goal area. Discussion ensued.

4. COMMISSIONER REPORTS

Chair Jackson discussed public comment on the City's corporate sponsorship policy. Chair Jackson then discussed joint meetings with diversity, equity and inclusion representatives from cities, non-profits, and other entities. Chair Jackson also brought up want to know more information on how the North Thurston Public School District in response to student issues from the previous school year concerning equity and student safety. Chair Jackson wanted more information on opportunities to collaborated on this issue in the future.

Alanis Blackburn discussed the Cultural Center in Tumwater.

Chair Jackson discussed the Nat and Thelma Jackson Mosaic and Goose Pond Historic Market dedication event that was held on October 4, 2022.

5. DIRECTOR REPORT

Alanis Blackburn volunteered to provide the inspirational item for the Commission on Equity meeting on October 24, 2022.

6. ADJOURN

Chair Jackson adjourned the meeting at 8:23 p.m.



LACEY COMMISSION ON EQUITY

October 24, 2022

SUBJECT: Lacey Parks, Culture & Recreation (LPCR) Comprehensive Plan Update

RECOMMENDATION: Review LPCR Comprehensive Plan Vision and Strategic Goals and make recommendations

STAFF CONTACTS: Shannon Kelley-Fong, Assistant City Manager *SKF*
Jen Burbidge, Parks, Culture and Recreation Director *JB*
Sue Falash, Recreation Manager *SF*

ATTACHMENTS:

1. [Draft Mission, Vision and Strategic Goals](#)
2. [Measuring Equity for Park Access](#)
3. [Energize Lacey Survey Results](#)

FISCAL NOTE: NONE

PRIOR REVIEW: The Board of Park Commissioners reviewed at their October 5, 2022 meeting. The Historical Commission reviewed at their October 19, 2022 meeting. The Commission on Equity (COE) reviewed the Public Involvement (PIP) at their April 25, 2022 meeting.

BACKGROUND:

The LPCR Comprehensive Plan gets updated every six years. It is part of the City of Lacey Comprehensive Plan and the guiding document for the LPCR Department and Board of Park Commissioners. Updating LPCR Comprehensive Plan provides an opportunity to evaluate Lacey's park system, recreation facilities and services, assess demands and needs, set goals and policies, maintain eligibility for grant opportunities, and most importantly, provide for public input to address needs.

The current LPCR Comprehensive Plan (2017-2023) can be accessed here:
www.laceyparks.org/about/park-planning-projects/comprehensive-plans

Recognizing that the City and the COE is currently working on the Diversity, Equity and Inclusion (DEI) Strategic Plan, and that City plans complement and support each other, we want to ensure alignment with the LPCR Comprehensive Plan. The vision and strategic

goals are in need of updating and we are seeking COE input for these foundational elements of the plan, as a first step of this process.

The Draft DEI Strategic Plan currently includes the following strategy under the goal area of Policies, Programs, & Services:

“Provide robust and community-driven park and recreation resources where physical, financial, and social barriers to use are eliminated.”

The LCPR Comprehensive Plan update will be worked on over the next year. The LCPR Department will be seeking input from the COE several times, in addition to the Board of Park Commissioners, Historical Commission, and Planning Commission before it ultimately goes before the Lacey City Council.

ADVANTAGES:

1. Provide the required 6 year update which is crucial for short and long term parks, culture and recreation planning, and to be eligible and competitive for grant funding.
2. Ensure the LPCR Comprehensive Plan is viewed from an equity lens in alignment with the forthcoming DEI Strategic Plan.
3. Bring forth suggested edits that could help further the the goals of the City to be a welcoming and inclusive community, where full participation in government is available to all community members.

DISADVANTAGES:

1. None.

CITY OF LACEY MISSION

Our mission is to enrich the quality of life in Lacey for all our citizens ... to build an attractive, inviting, and secure community. We pledge to work in partnership with our residents to foster community pride, to develop a vibrant, diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment.

PARKS, CULTURE & RECREATION VISION

OLD: The City of Lacey is a community that provides its residents and visitors with convenient access to a wide range of public leisure services and facilities at a reasonable cost. Those services include cultural arts, individual and team sports, aquatics, educational and fitness programs, and special events. The community's well-maintained facilities include neighborhood parks within walking distance of all persons, community parks distributed across the service area, open spaces that support wildlife habitat, and indoor facilities to support recreational programs and provide public meeting space. These facilities are linked by linear pathways for walking and bicycling. Our community protects and enhances our many historic, cultural, and environmental resources.

NEW: Lacey Parks, Culture & Recreation creates exceptional events, experiences and environments that delight, educate and inspire the human spirit, connecting people and building a strong, healthy community.

STRATEGIC GOALS

Goal #1

Develop a high-quality, equitable, diversified parks, culture and recreation system where physical, financial and social barriers to use are eliminated and that includes unique facilities, events, and recreation and cultural programs that encourage social interaction, cultivate community spirit, strengthen the livability of Lacey, and meet community needs.

Goal #2

Prioritize Parks, Culture and Recreation projects and facilities, identify corresponding current and future funding sources, leverage investments and partnerships, and maintain Lacey's eligibility for grant funding.

Goal #3

Develop a trails system that interconnects parks, schools, neighborhoods, open spaces, other trail systems, and important public facilities.

Goal #4

Preserve and enhance sites and artifacts of historical and cultural importance and make them accessible to the community.

Goal #5

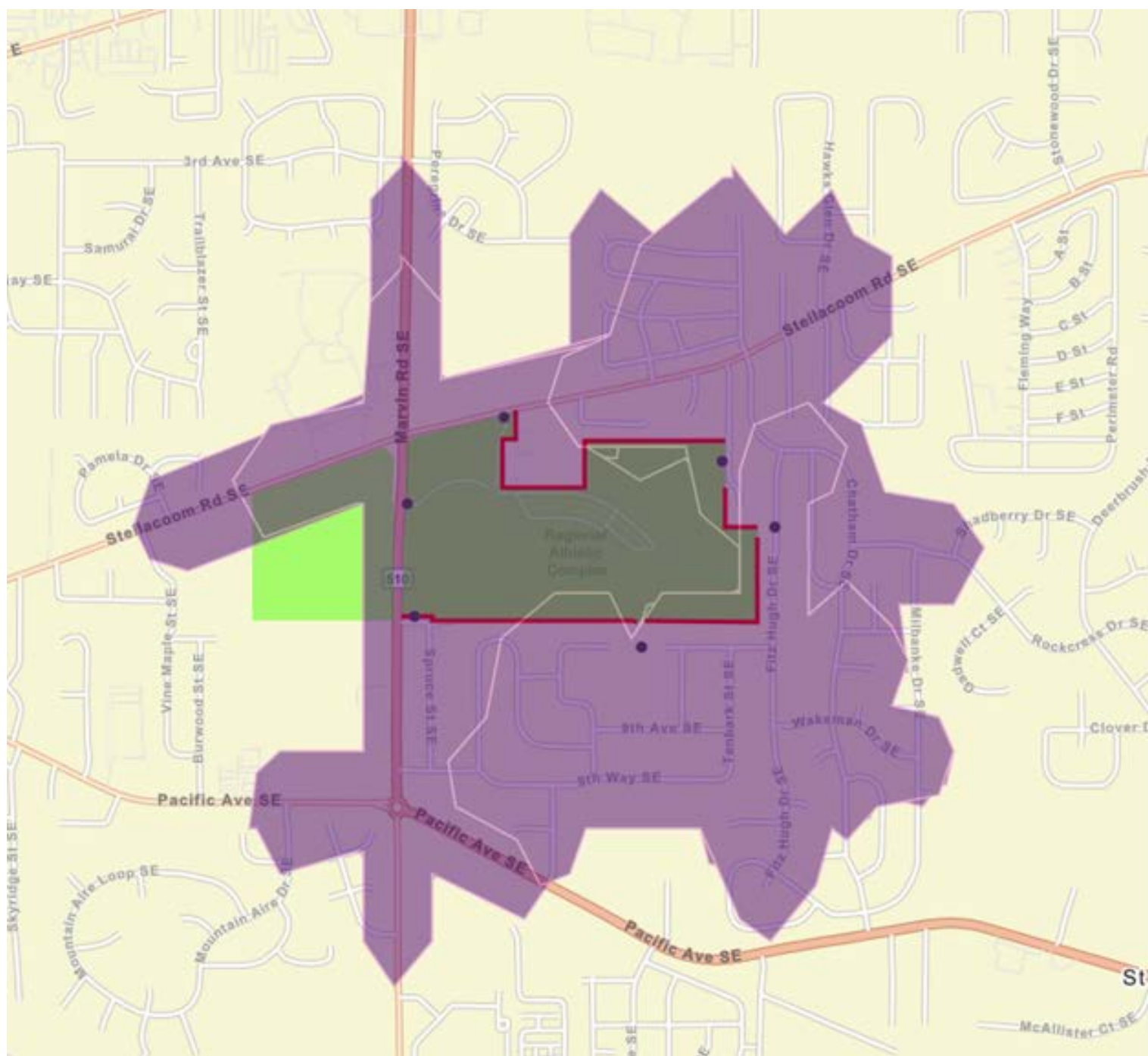
Utilize sustainable systems and practices that ensure the environmental, economic, social and cultural needs and desires of future generations will not be compromised.

REMOVED:

Provide parks, facilities and programs to underserved areas and/or natural areas that should be preserved (redundant after additions to Goal #1 and Goal #5)

COMBINED WITH Goal #2:

Leverage investments in parks, recreation, and facilities and maintain Lacey's eligibility for grant funding





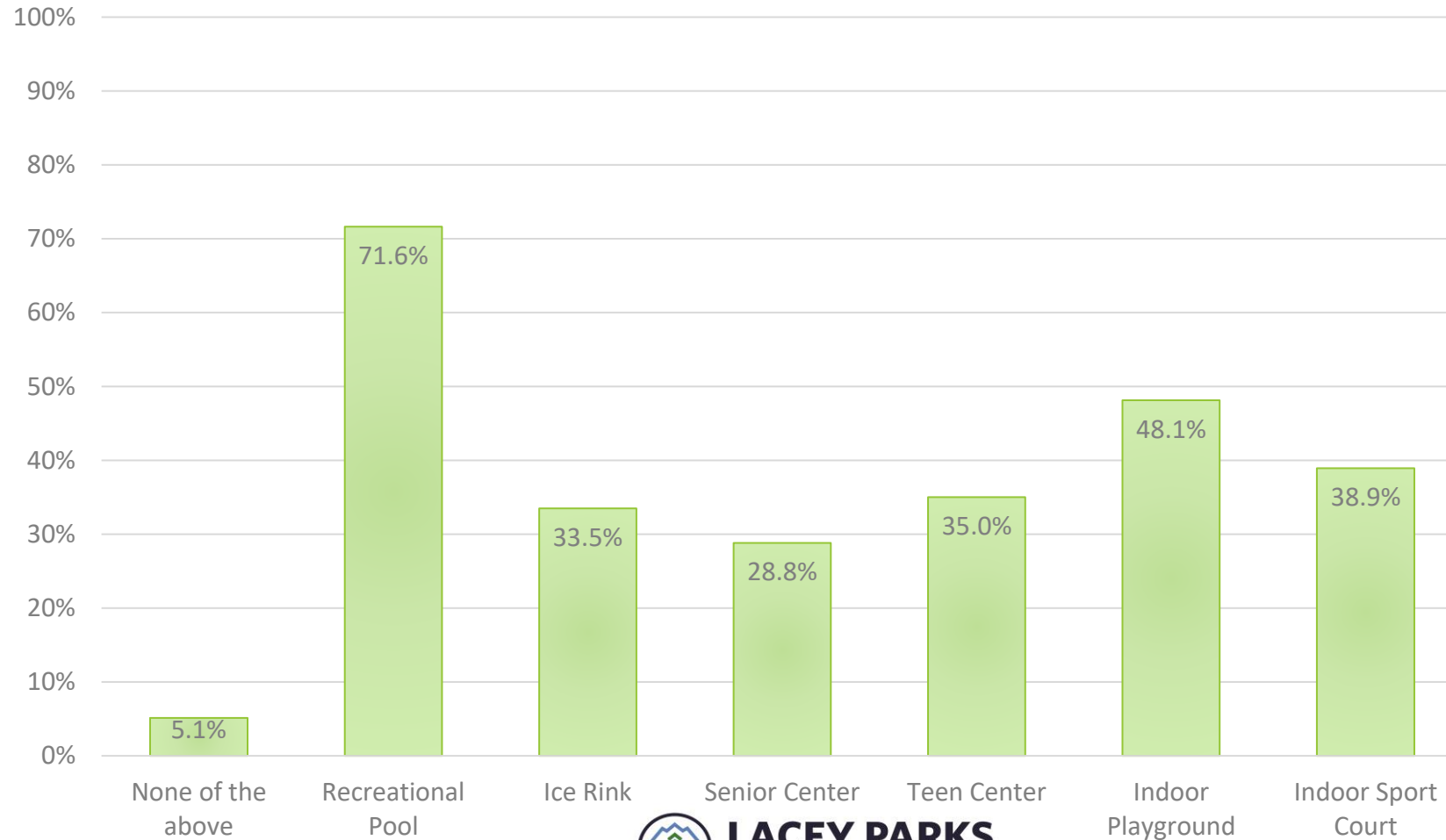
LaceyParks.org

Survey Results

TOTAL RESPONSES: 685

Question 1

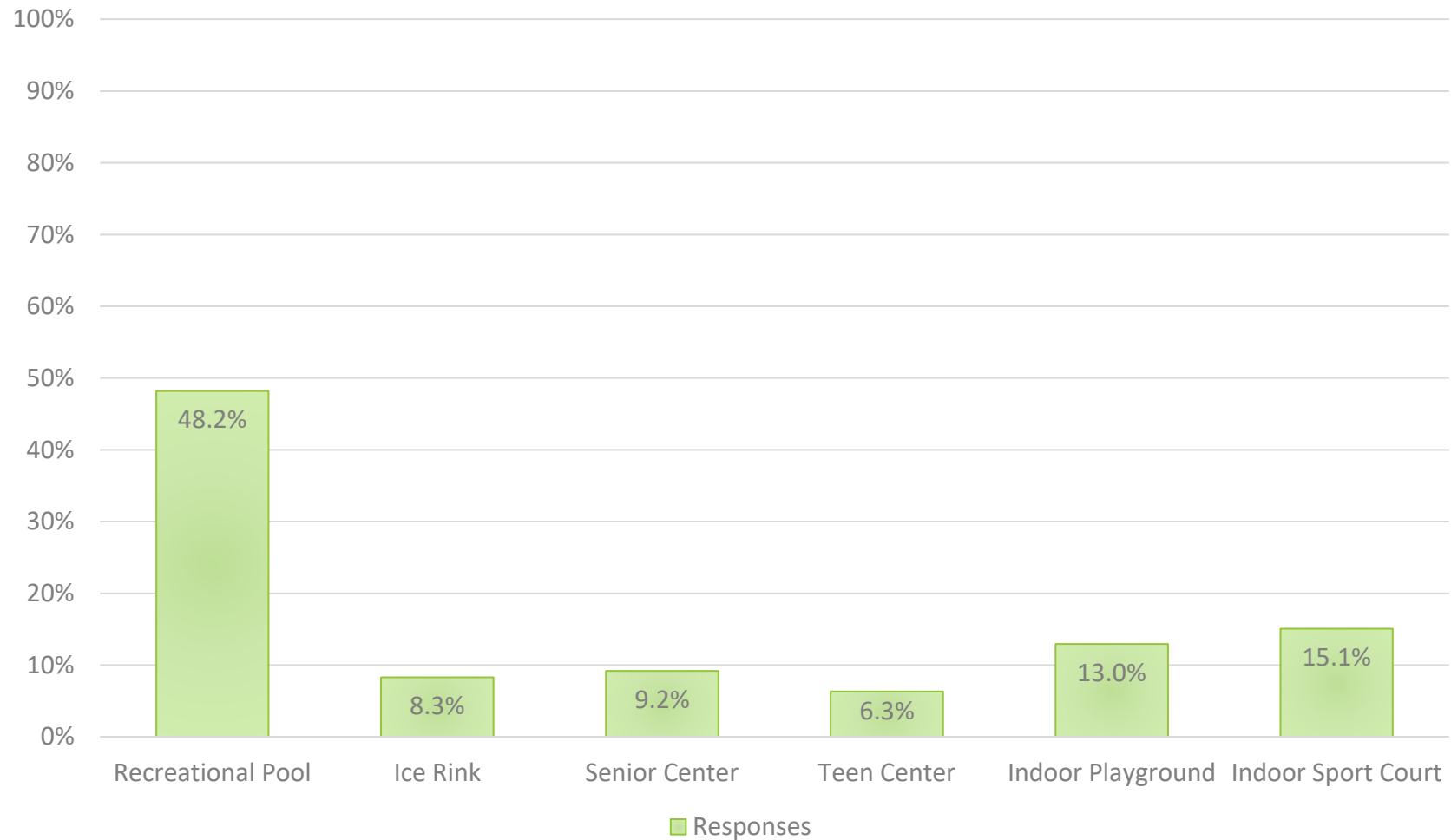
What indoor recreation opportunities are important to you? (click all that apply)



LACEY PARKS
CULTURE & RECREATION

Question 2

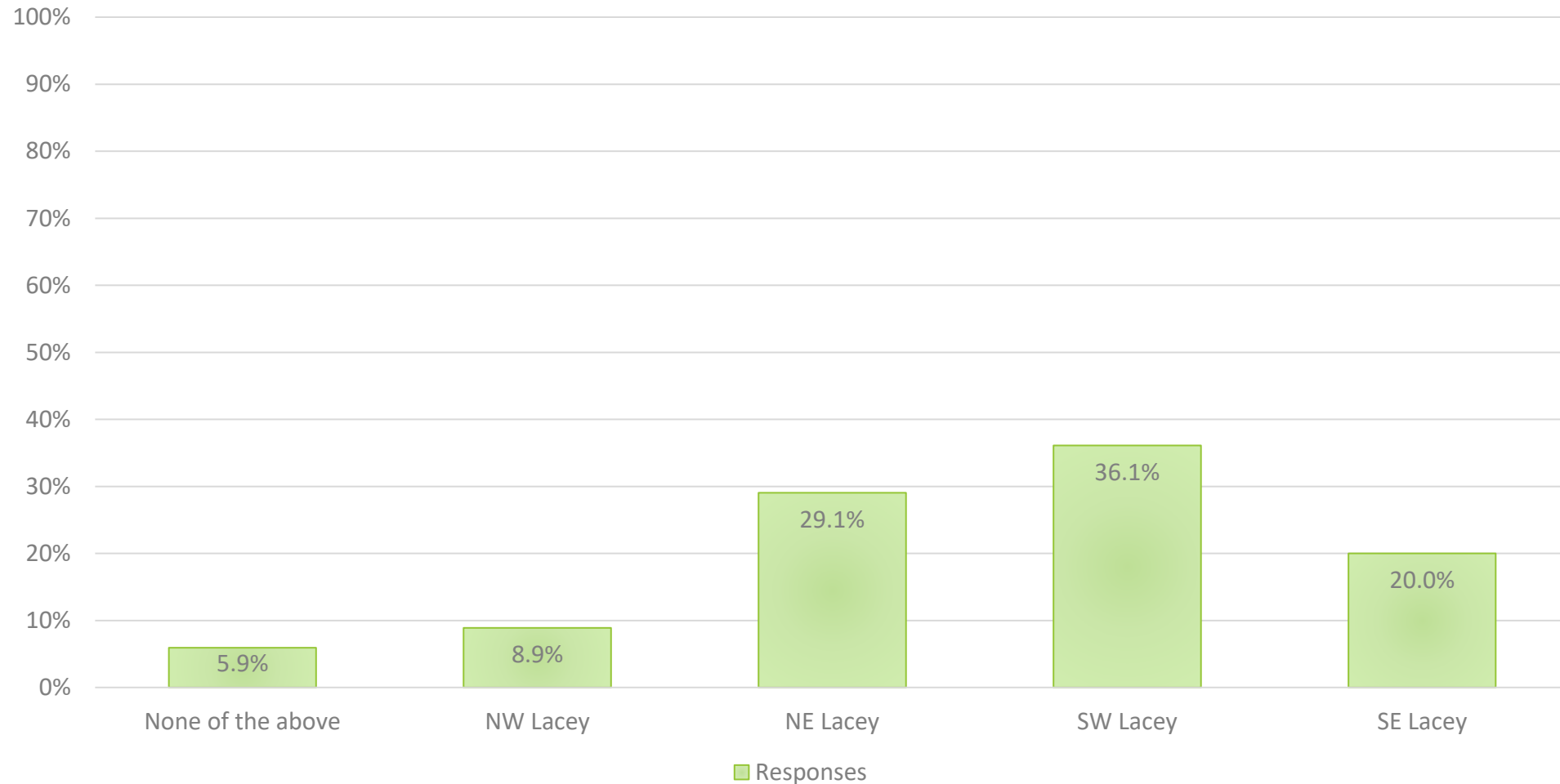
If you could only select one, which would it be?



LACEY PARKS
CULTURE & RECREATION

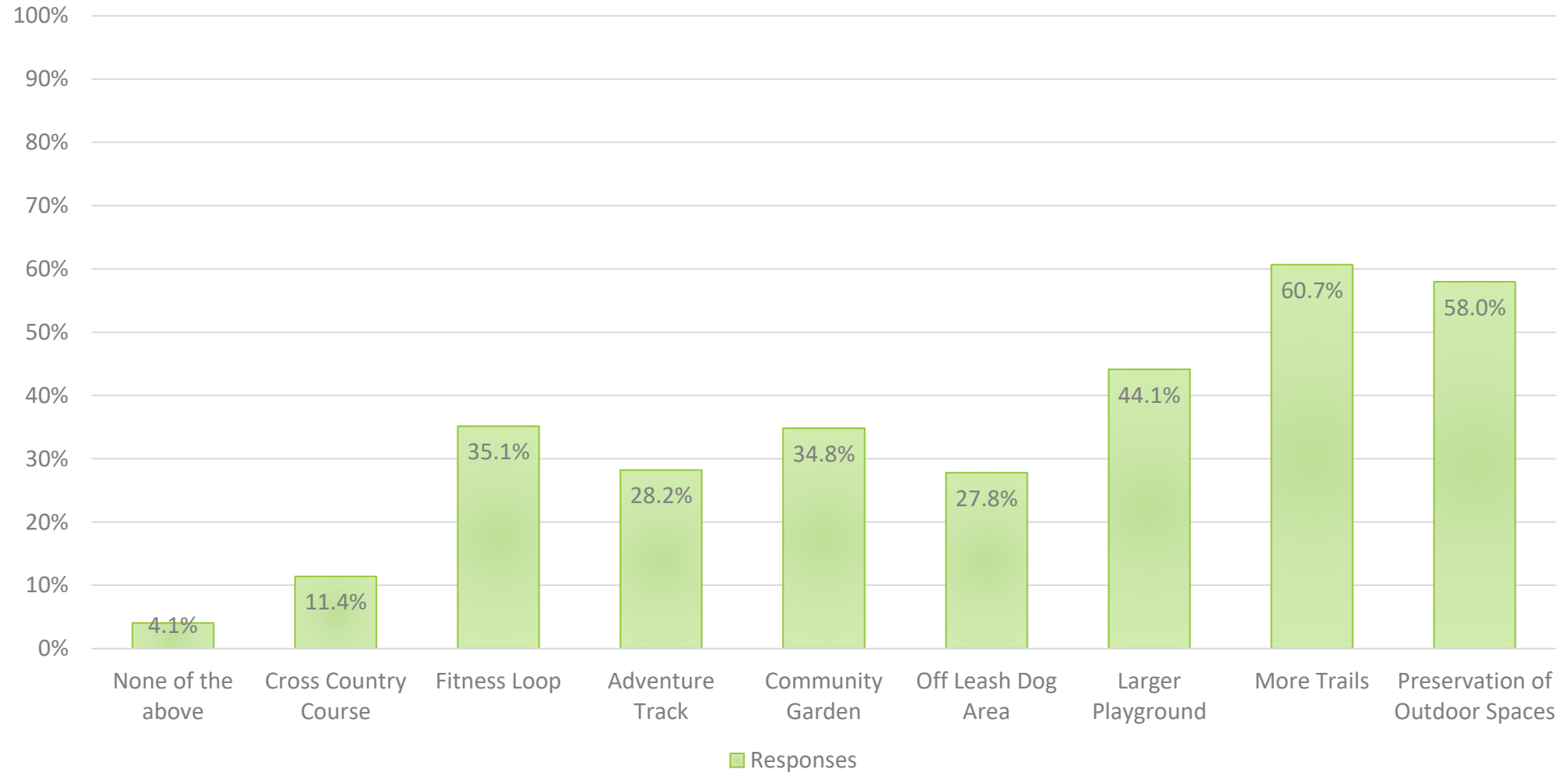
Question 3

If Lacey could get a spray park, where would you like to see it located?



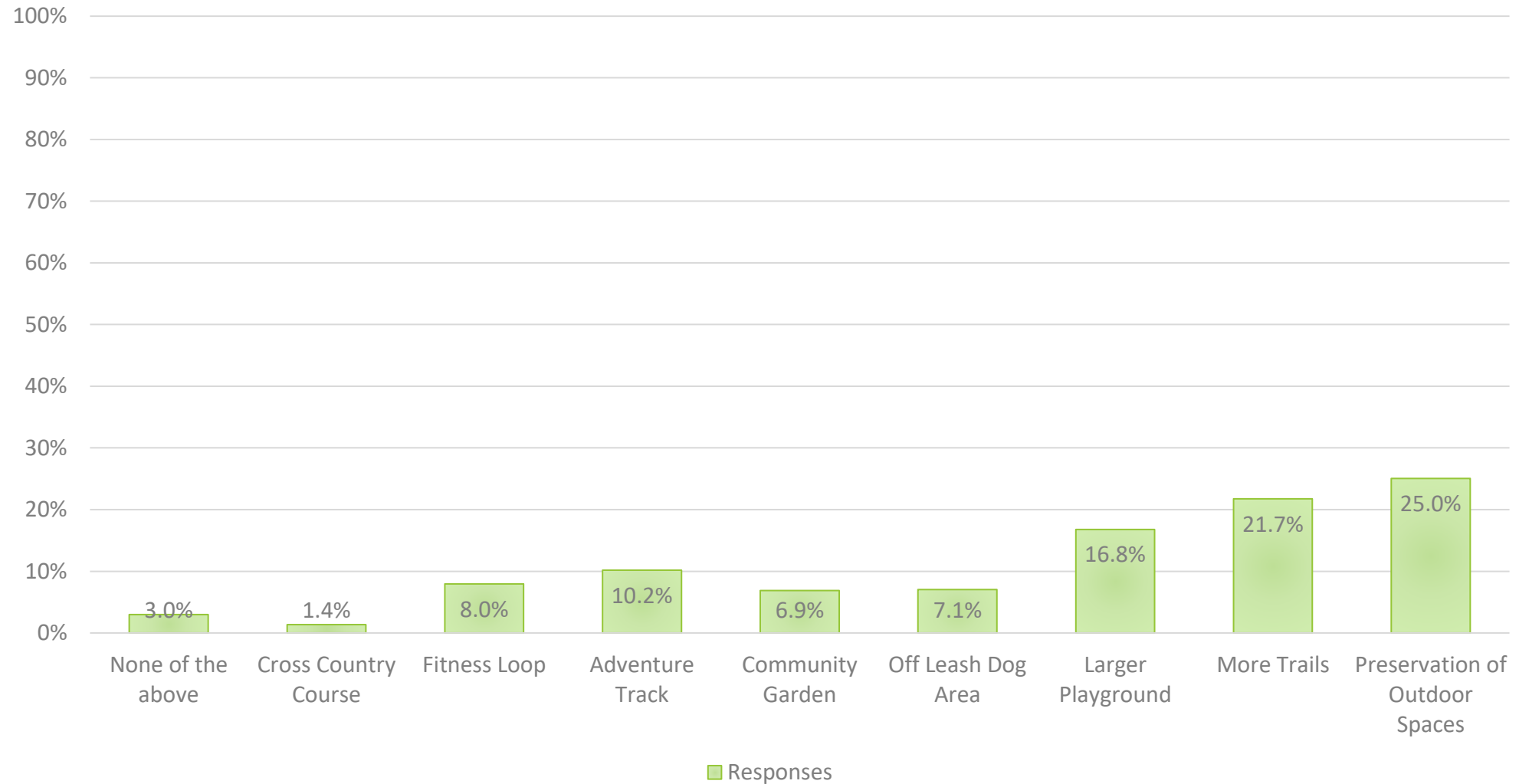
Question 4

What future components of Greg Cuoio Park are you the most excited about? (click all that apply)



Question 5

If you could only select one, which one would it be?



LACEY PARKS
CULTURE & RECREATION

Question 6

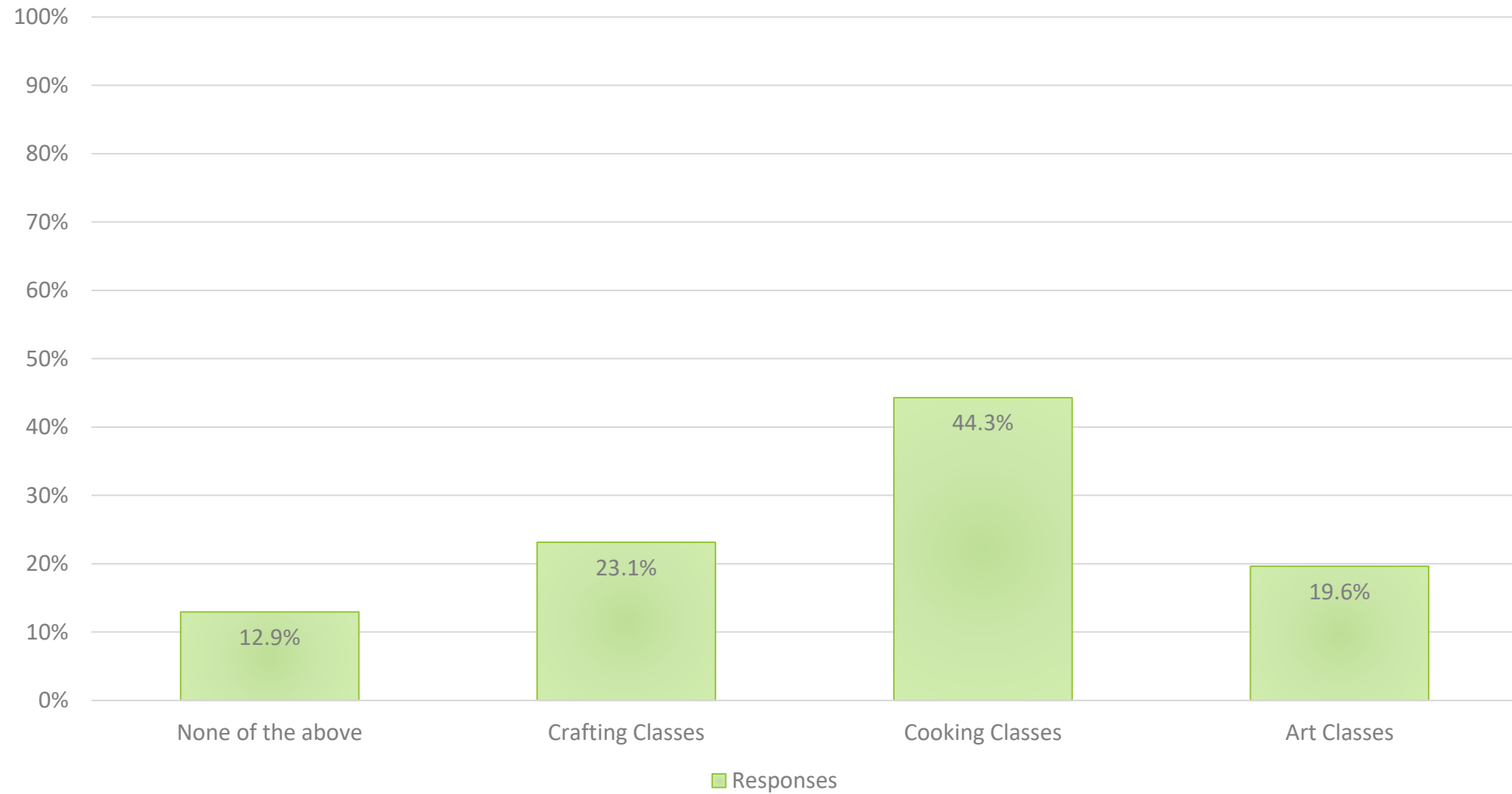
Some new ideas we heard from the community are art, cooking, and crafting classes. Which of these ideas do you like? (click all that apply)



LACEY PARKS
CULTURE & RECREATION

Question 7

If you could only select one, which one would it be?



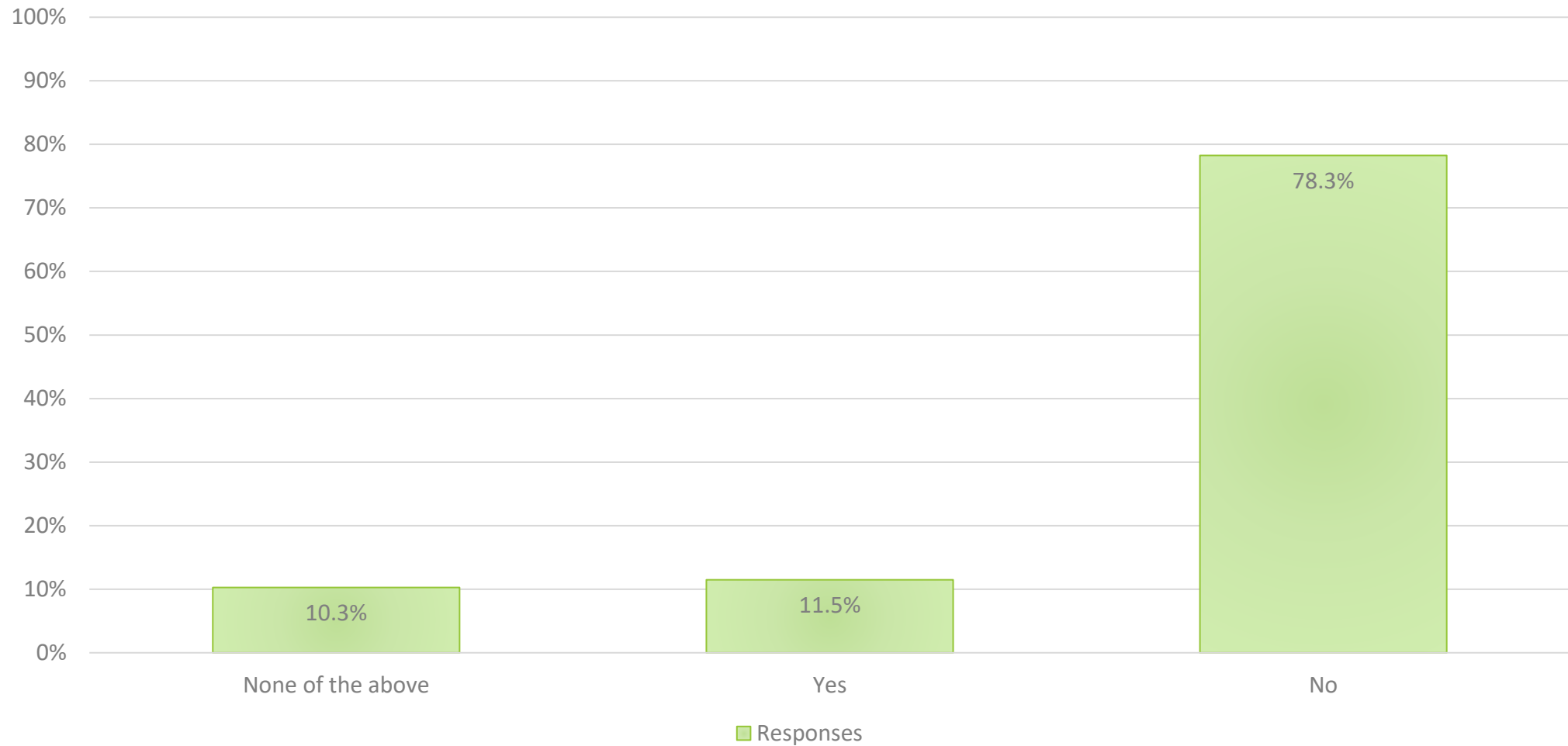
LACEY PARKS
CULTURE & RECREATION

Question 8



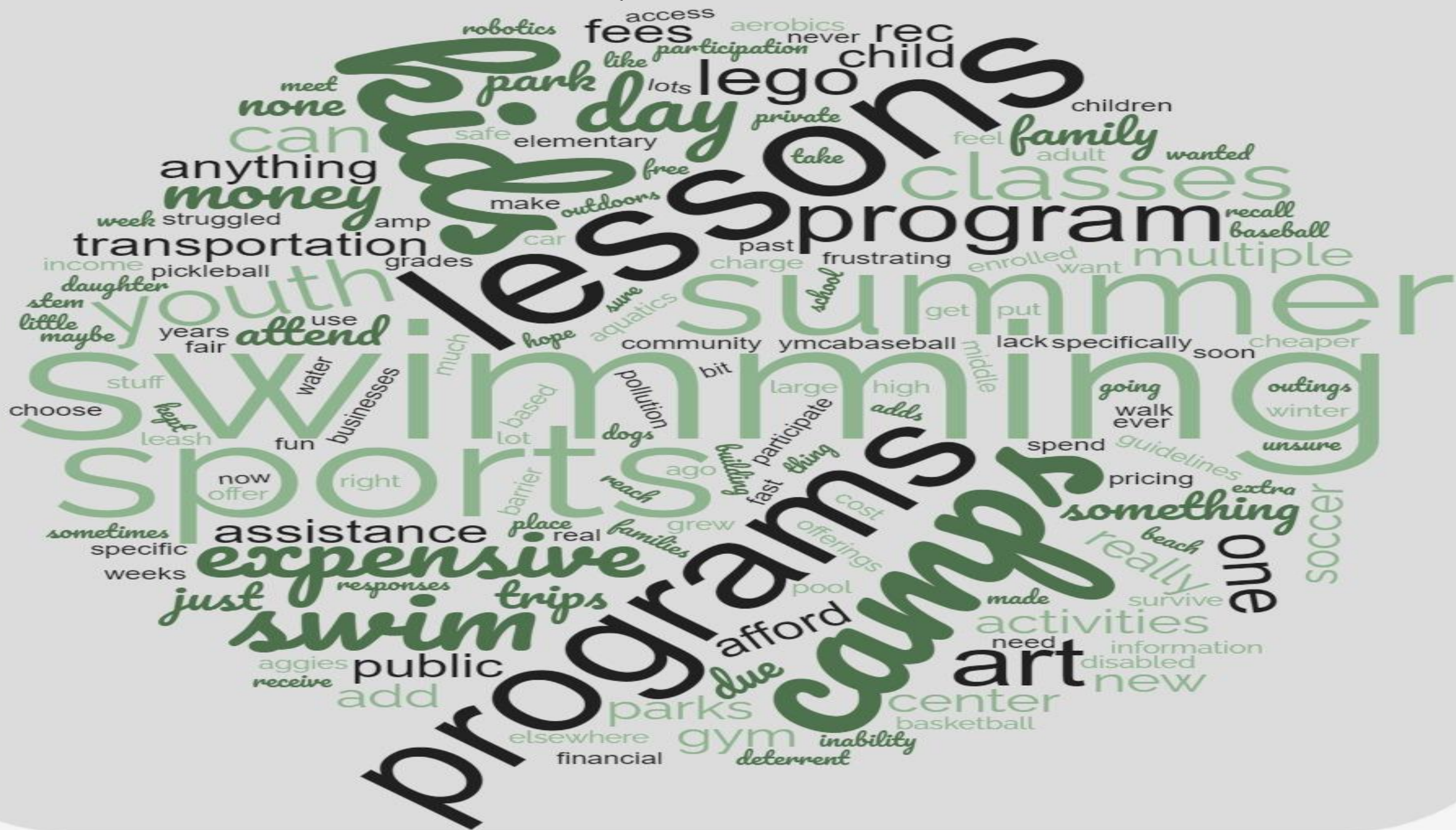
Question 9

Have Lacey recreation fees ever been a barrier to you/your family's participation in a program?



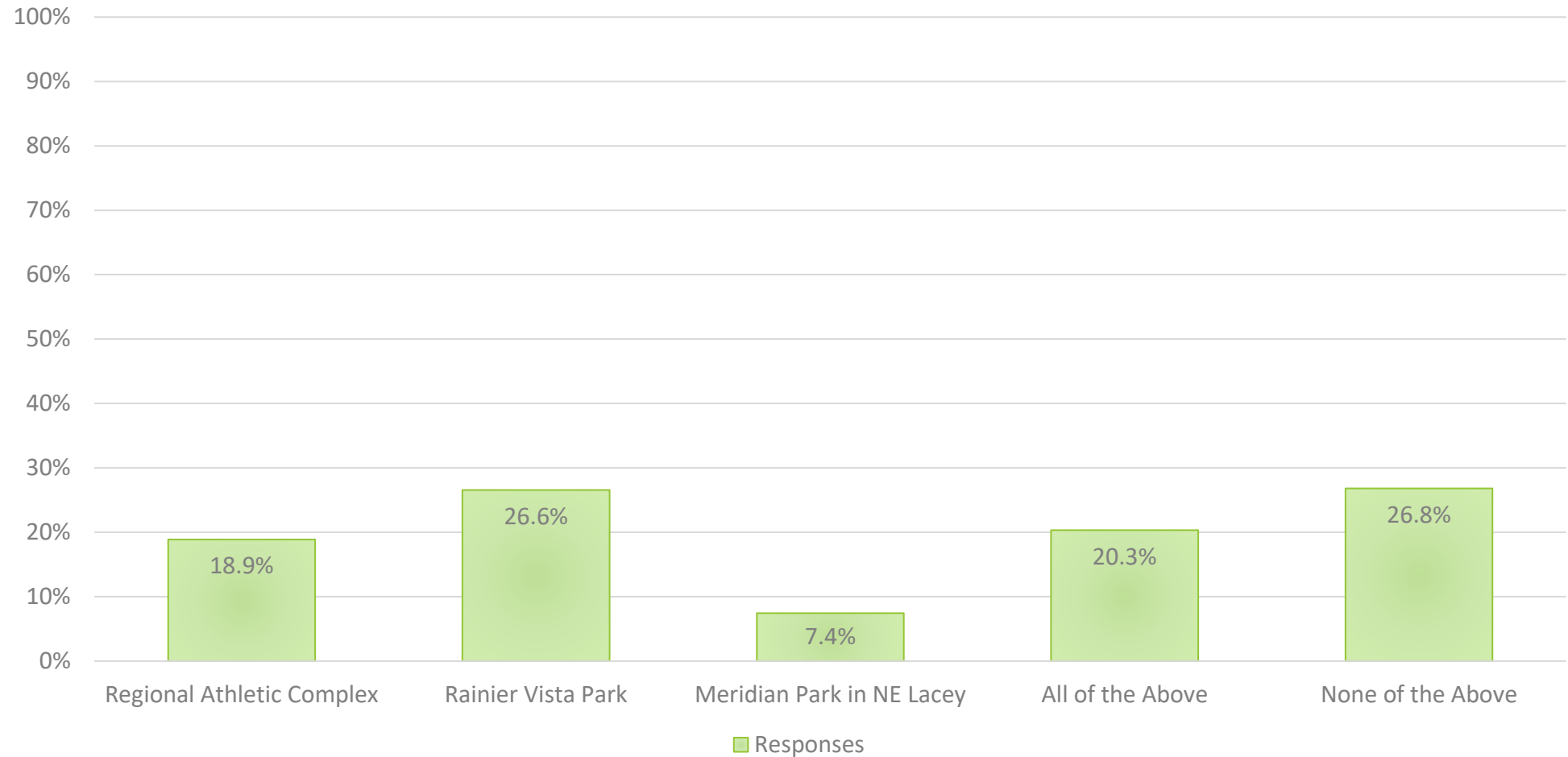
LACEY PARKS
CULTURE & RECREATION

Question 10



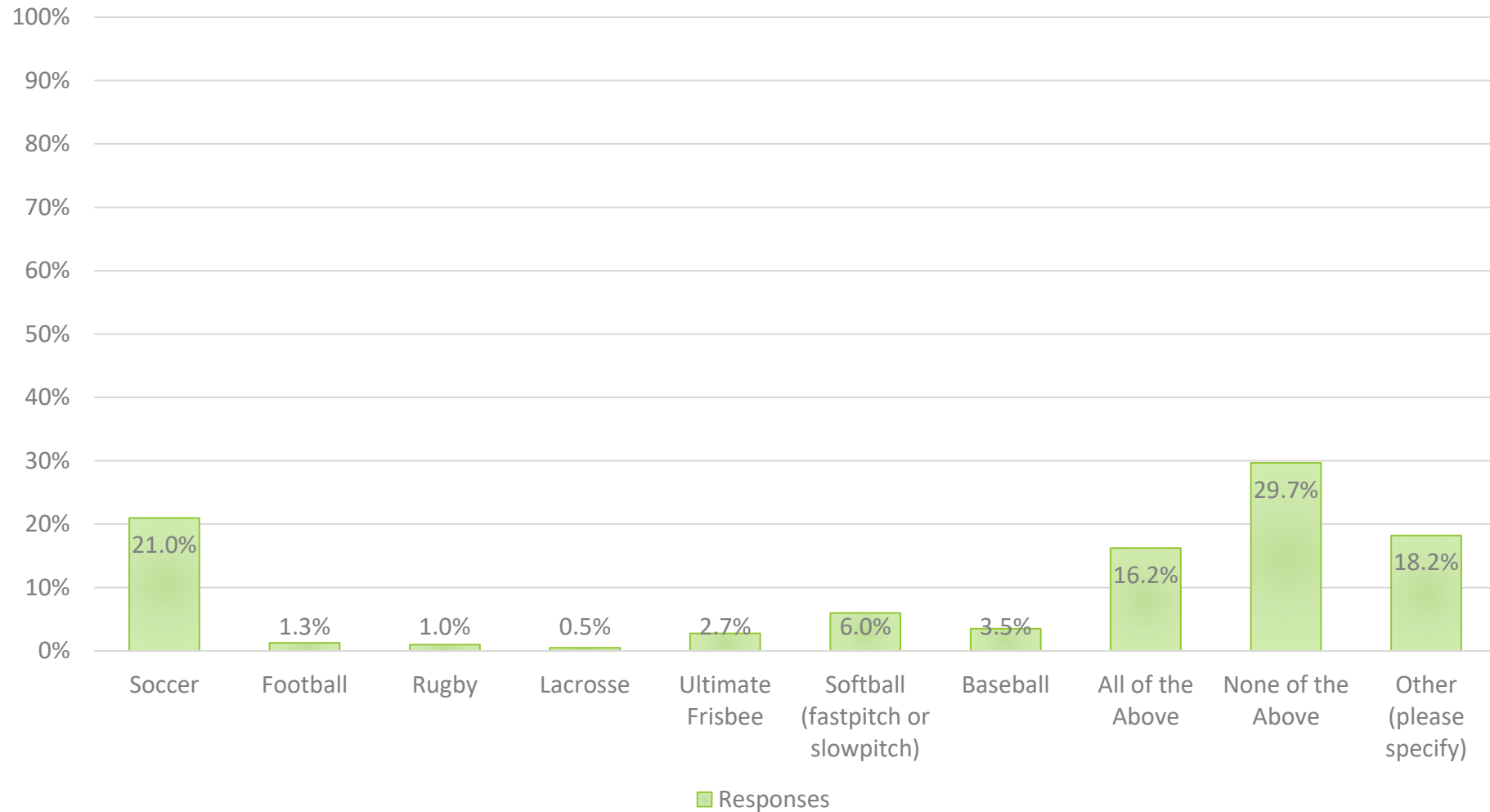
Question 11

If access to sports fields was increased (grass conversion to turf, or additional fields installed), where would you be the most likely to book?



Question 12

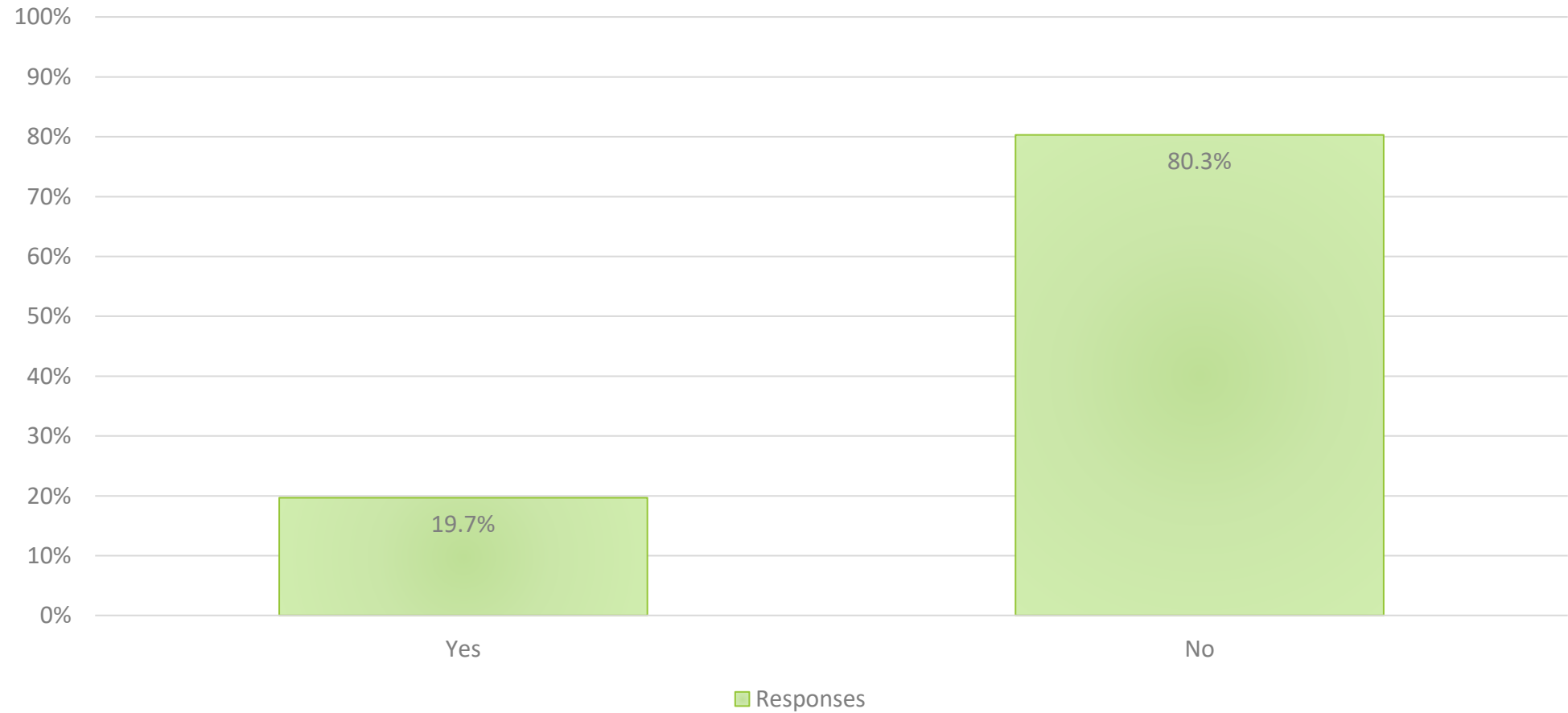
For what use/s would you book the fields?



LACEY PARKS
CULTURE & RECREATION

Question 13

Have you ever been turned away for field use due to the fields already being full?



LACEY PARKS
CULTURE & RECREATION

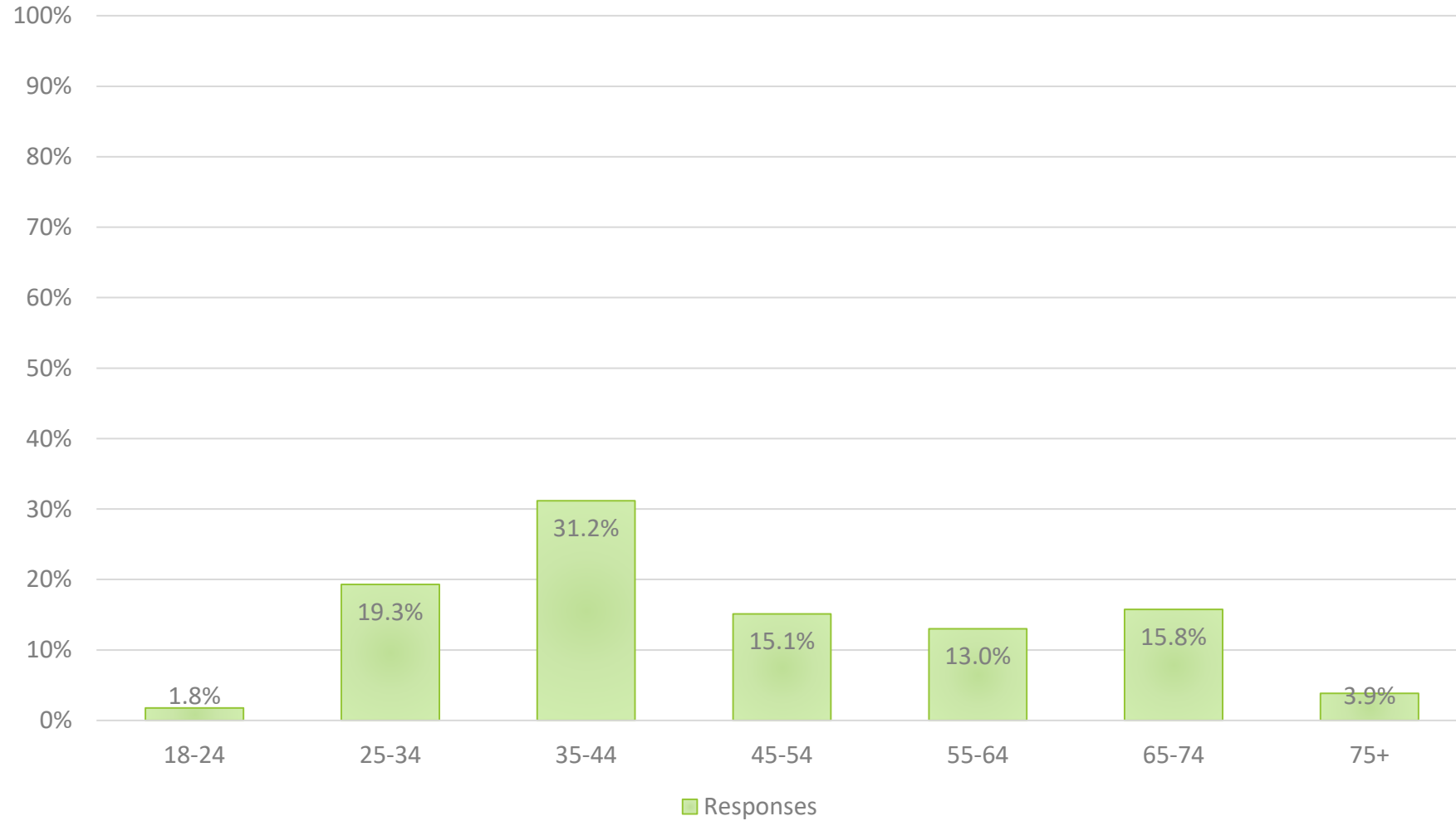
Question 14



Survey Demographic Information

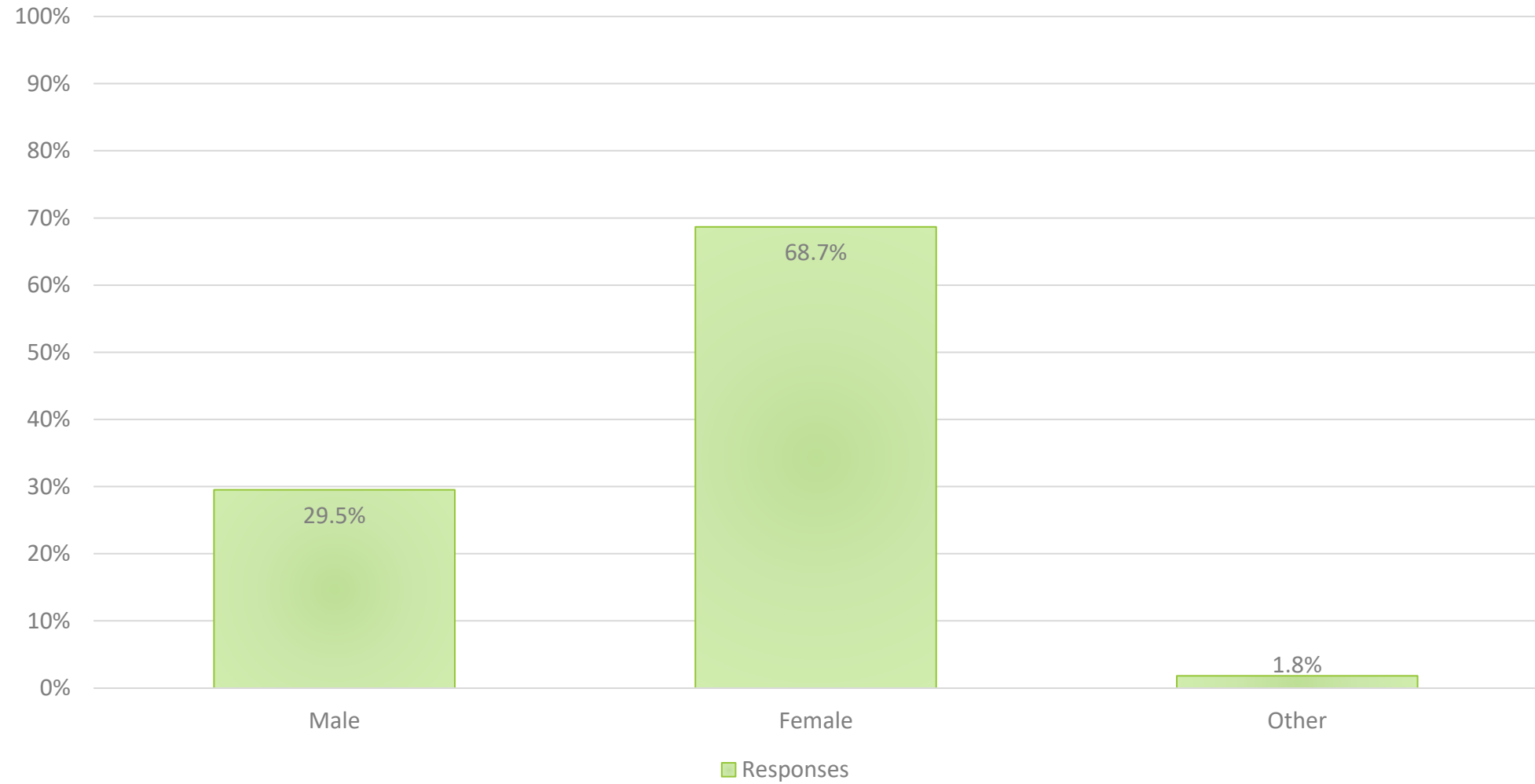
AS OF OCTOBER 5, 2022

Age

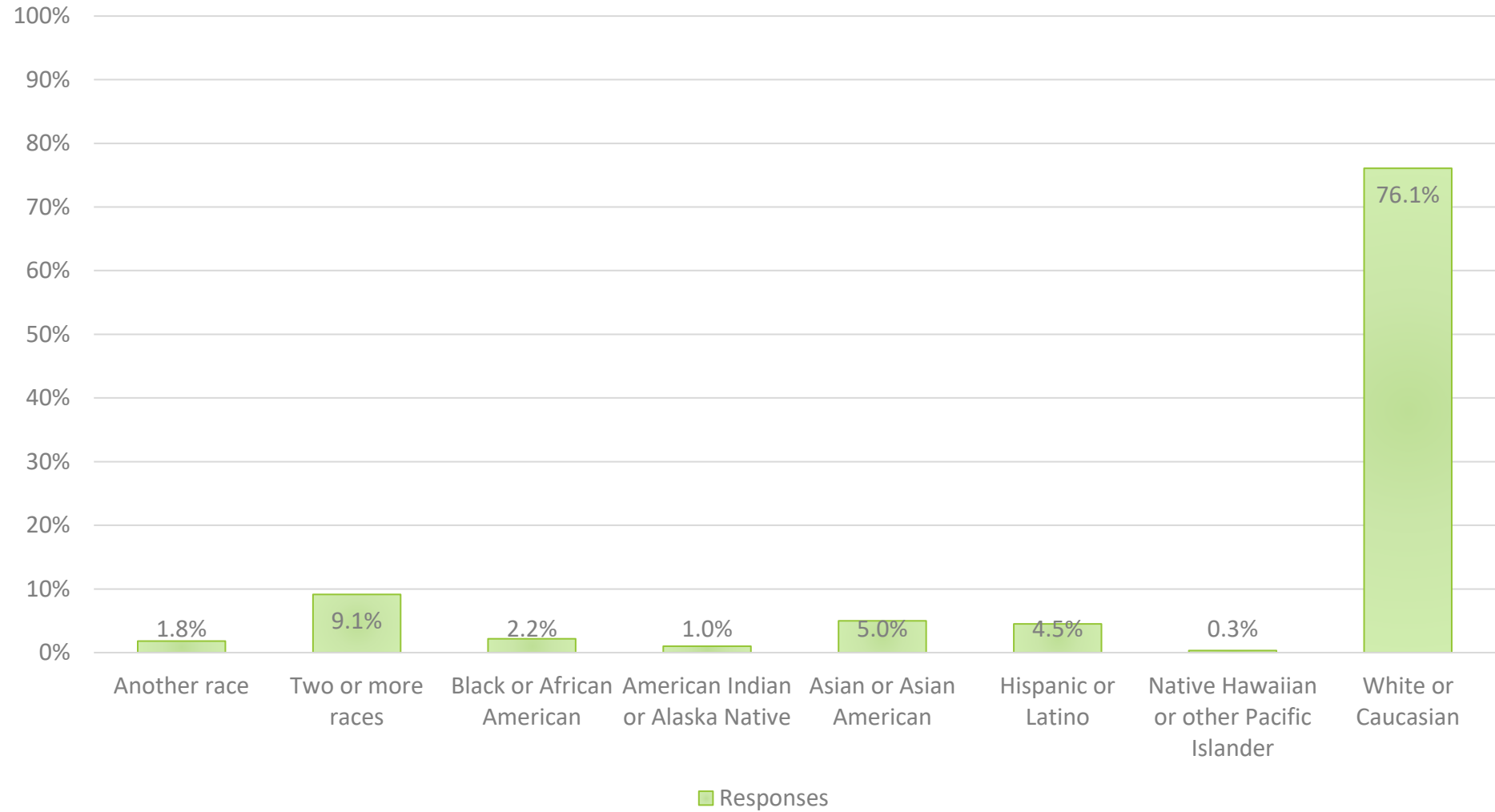


LACEY PARKS
CULTURE & RECREATION

Gender

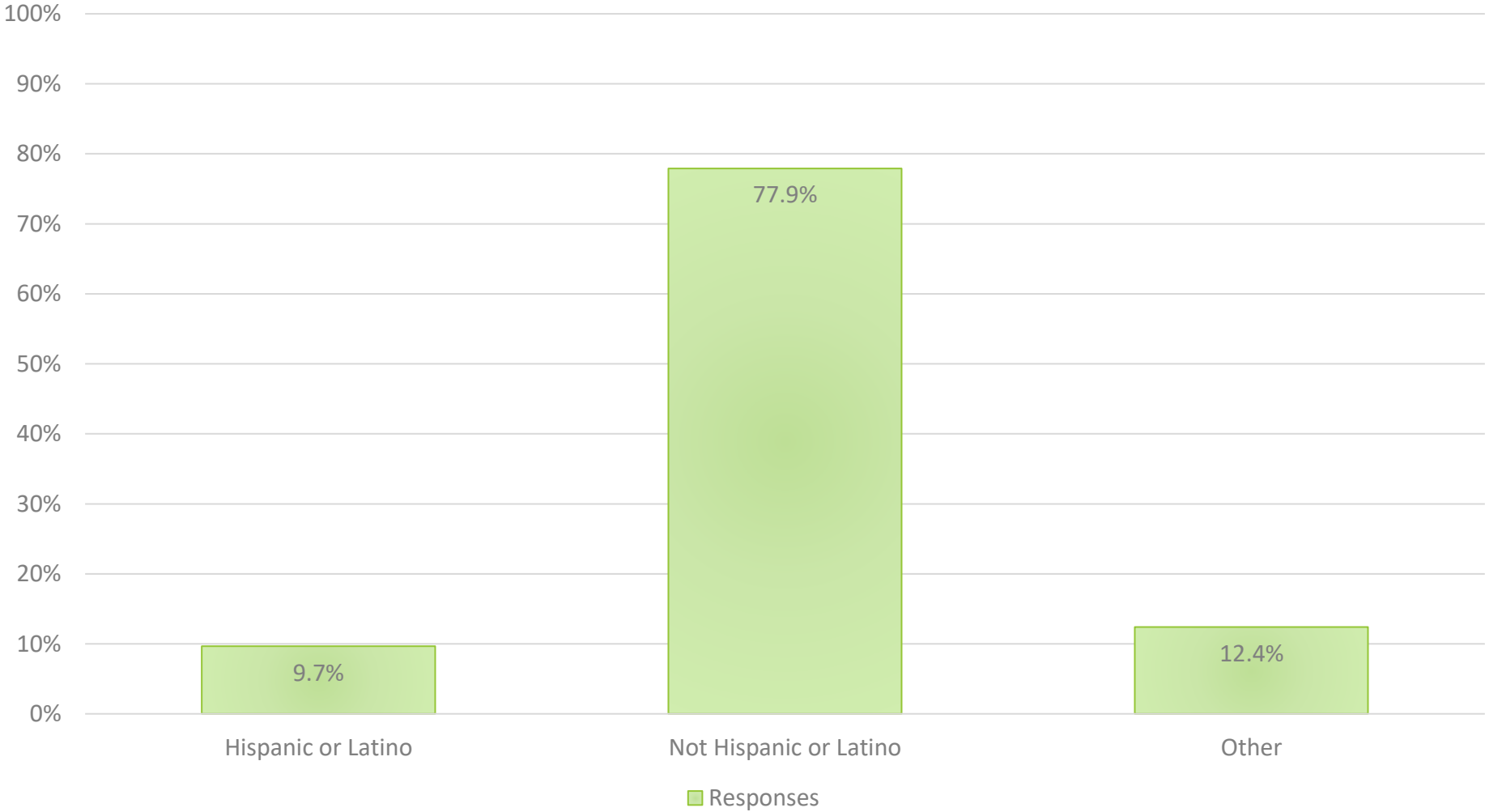


Race



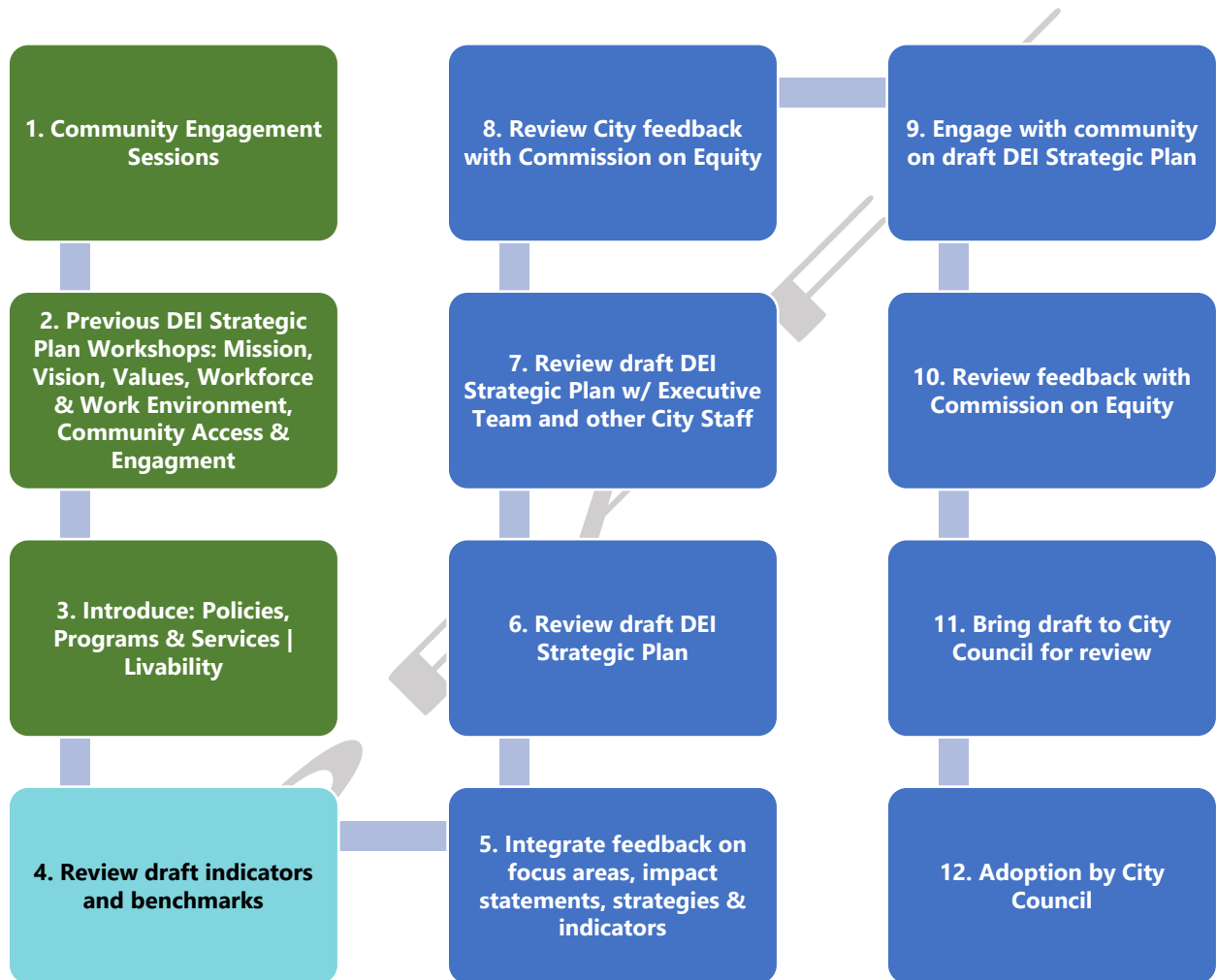
LACEY PARKS
CULTURE & RECREATION

Ethnicity



COE Agenda 10/24/2022

Time	Item
7:00pm	Draft Benchmark & Indicators – Second Review of Workforce & Work Environment Initial Review of Community Access & Engagement
7:40pm	End Workshop



Draft 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.

Draft Mission Statement:

The City is committed to delivering exceptional public services, policies, and programs that integrate equity and social justice as core principles as we continue to grow as a vibrant and thriving community.

The City is committed to working collaboratively with community partners to help create equitable access to opportunities and resources for all community members.

Draft 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 draft 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 DEI Strategic Plan Elements	Status
1. Cover Page / Design	Not started
2. Acknowledgements	Not started
3. City Council Message – Why equity work is important	Not started
4. City Manager Message – Why equity work is important	Not started
5. Commission on Equity Message – Why COE’s work is important	Not started
6. Commission on Equity Overview	Not started
7. Table of Contents	Not started
8. Introduction and about this document a. What it is b. Process c. Existing DEI efforts (broad) d. Future	Not started
9. Mission, Vision, Values	Draft
10. Goals and Strategies (general overview)	Draft
11. Data: Lacey now (general overview) a. Demographics b. Business ownership c. Mean per capita income d. Percent below poverty line e. Homeownership rates by race and income f. Education rates / data g. Existing City efforts (in brief – appendix for full)	In-progress
12. Key Terms (OFM glossary) a. Anti-Racism b. Bias – to include more on implicit bias c. Discrimination d. Marginalization e. Race Equity f. Privilege g. Equity h. Inclusion i. Cultural Competence – call out period of time v. continuously j. Work Force Diversity k. Disparities l. Intersectionality m. Community n. Appendix for full OFM Glossary o. Research - Restorative Justice / Social Justice	Draft - OFM

13. Criteria: a. City's roles: Lead, Partner, Advocate b. Accountability: Benchmarks & Indicators	Not started
14. Goals, Strategies, and Accountability (in-depth) a. Workforce & Work Environment i. Strategies ii. Benchmarks/Indicators iii. Key Terms (specific to section) iv. Data (specific to section) v. Existing efforts (specific to section) b. Community Access & Engagement vi. Strategies vii. Benchmarks/Indicators viii. Key Terms (specific to section) ix. Data (specific to section) x. Existing efforts (specific to section) c. Policies, Programs, and Services xi. Strategies xii. Benchmarks/Indicators xiii. Key Terms (specific to section) xiv. Data (specific to section) xv. Existing efforts (specific to section) d. Livability xvi. Strategies xvii. Benchmarks/Indicators - xviii. Key Terms (specific to section) xix. Data (specific to section) xx. Existing efforts (specific to section)	In-progress
15. Accountability – Reporting on Benchmarks/Indicators	In-progress
16. Appendices: a. Full OFM Glossary b. COE - Ordinance 1581 c. Engagement Findings d. Existing DEI efforts (in-depth) a. HR b. PD c. PCR d. CED e. PW f. CM g. PA h. CA	In-progress

Workforce & Work Environment

- **Additional information for page:**

- o City / City Employee Racial/Ethnic Comparison
 - General
 - Department / Function – EEO
 - Leadership
- o Existing HR DEI efforts overview
- o Existing PD hiring efforts overview

- **Key Terms**

- o **Authentic-Self**
- o Workforce Diversity
- o Inclusion
- o Cultural competency (emphasis on development/continuum/practice)
[Cultural Competence - KU CSL Community Engagement Toolbox](#)
- o Cultural Humility

Draft Workforce & Work Environment			
Draft Strategies		City Role	Lead Department
Equity Plan	A. Continue internal DEI 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 regular basis (2/3 years). Determine specific indicators based on assessment. 2. Adopt Workforce Equity Plan. Implement plan across Departments.	Lead	HR
Hiring & Retention	B. Continue to enhance recruitment efforts to attract, hire, and retain a workforce that reflects the greater community. 1. Comprehensively expand operating procedures for pre-hire and recruitment to include more systematic advertisement of open positions with specific professional and minority-servicing organizations and for candidate recommendations. 2. Continue to evaluate and remove barriers to City employment. 3. Engage with professional organizations committed to/specializing in advancing workplace equity. 4. Provide more internship and job training opportunities to introduce individuals to City careers. 5. % of job descriptions that incorporate equity as core competency. 6. Staff demographics increasingly matches community demographics, at all departments and levels within the organization (e.g., race, ethnicity, sex, age, etc.). 7. % of total job applications received from applicants increasingly matches community demographics (e.g., race, ethnicity, sex, age, etc.).	Lead	HR

	8. Staff retention over select intervals of time (e.g., 1 year, 5 years, 10 years) matches community demographics (e.g., race, ethnicity, sex, age, etc.).		
Development & Workplace	C. Continue to improve training, workforce development opportunities, and ensure the workplace is welcoming for all. 1. Establish a regular (1/2 years) City employee survey that includes questions on work environment. Create specific indicators based on the survey. 2. Create internal leadership and/or mentorship program to support workforce development. 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%. 4. Establish optional, advanced equity training for City staff. Require advanced equity training for all supervisors and City leadership. 5. Establish a cross-departmental Equity Team (internal) sponsored by City leadership. Evaluate need for other internal support networks. 6. Create more opportunities for informal dialogue on equity. 7. Integrate equity language (OFM glossary) into the City Policy Manual (internal).	Lead	HR

Draft Community Access & Engagement

- **Additional information for page:**
 - Existing Communication efforts:
 - Communications Plan
 - Communication tools & platforms
 - Engagement Efforts
 - Events
 - Forthcoming community survey information
- **Key Terms**
 - Access
 - Belonging(ness)
 - Diversity
 - Inclusion
 - Tokenism

Draft Community Access & Engagement

Draft Strategies		City Role	Lead Department
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. 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%. 3. The number or % of translated City materials increases each year aligned with the Language Access Plan.	Lead	PA All

	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. 5. <i>Community Survey</i> - % of individuals that received satisfactory public information is established and increases each survey. Scores are consistent across demographics.		
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. 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, age, etc.). 2. Implement community programs that increase community participation and involvement from underrepresented community members, e.g.: a. Community Liaison Program b. Community Academy c. Paid Advisory positions 3. % of City engagement opportunities that allow for online participation increases. Online engagement increasingly matches community demographics (e.g., race, ethnicity, sex, age, etc.).	Lead	PA All
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.	Lead	CM PA PCS

	2. <i>Community Survey</i> - % of individuals that attended a local public meeting increases. Scores are consistent across demographics. 3. <i>Community Survey</i> - % of individuals that watched a local public meeting increases. Scores are consistent across demographics. 4. <i>Community Survey</i> - % of individuals that voted increases. Scores are consistent across demographics. 5. <i>Community Survey</i> – Other pertinent indicators determined by survey questions. 6. # of City engagement held at non-City events increases.		
Collaboration	D. Create and maintain a clearinghouse of partner entities, advocacy groups, and community-wide DEI 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. 2. Set-up regular meetings throughout the year with DEI representatives. Collaborate on tools to increase knowledge, engagement, and connectivity.	Lead	CM



COMMISSION ON EQUITY

REGULAR MEETING | 10/24/2022

Agenda

CALL TO ORDER: 5:30 P.M.

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Alanis Blackburn, Lacey Youth Council Representative

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Community and Economic Development Representative

B. Lacey Parks, Culture, and Recreation Comprehensive Plan Overview

Jen Burbidge, Director of Parks, Culture, and Recreation Department

C. Strategic Diversity, Equity, and Inclusion Plan Workshop – Focus Areas, Impact Statements, and Strategies, Part 5

Shannon Kelley-Fong, Assistant City Manager



Agenda

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6. **Director Report**

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DEI Strategic Plan



DEI Strategic Plan

Draft City of Lacey Strategic Plan Example: Note, the look of the following table will change as we continue this process. Indicators provided below are examples; we will take a look at indicators later in this process.

Draft Vision

Draft Mission

Draft Values

GOAL AREA

IMPACT STATEMENT

STRATEGY

INDICATORS

Draft City of Lacey Commission on Equity Workplan 2022-2024			Measurement and Accountability	
Focus Area	Impact statement	Suggested Strategies	Sample Indicators	Baseline Data
Workforce Development & Work Environment	The City of Lacey is actively working to become a culturally competent, diverse organization that implements equitable practices.	B. Continue to enhance recruitment efforts to attract, hire, and retain a workforce that reflects the greater community.	- Staff Demographics: Percentage of staff who identify as people of color and of different genders increasingly matches community demographics, at all levels within the organization. - Application process: Percentage of total job applications received from applicants who identify as people of color and of different genders increasingly matches community demographics. - Retention: Percentage of staff who identify as people of color and of different genders, that remain with City employment over select intervals of time (e.g., 1 year, 5 years, 10 years) - Retention: Percentage of Staff that participate in city-sponsored DEI trainings increases each year.	Historical data and new data

DEI Strategic Plan

Plan Elements: Incorporated feedback.

Workforce & Work Environment: Updated several benchmarks & indicators now tied to strategy.

Community Access & Engagement: Initial review of draft benchmarks & indicators

Benchmark: An indicator expected to be achieved at a point in time.

Ex: “Adoption of the DEI Strategic Plan”

Indicators (or Key Performance Indicators): systematic comparisons of performance; measurable values that determine how an organization achieves a set of objectives.

Ex: “% of community members that feel welcome in Lacey”

DEI Strategic Plan



Director Report

- **Proposed 2023 Budget Highlights**

[Lacey City Council Meeting - October 20, 2022 - YouTube](#)

COUNCIL WORKPLAN

TOP PRIORITY WORK PLAN ITEMS



COORDINATED & COLLABORATIVE PLANNING

- A. Craft a framework to strategically advance Annexations & UGA permitting
- B. Update the Comprehensive Plan and review Development Regulations



VIBRANT PLACE TO LIVE, WORK, & PLAY

- C. Complete Greg Cuoio Park & Greenways – Phase 1 A
- D. Finalize the City's Homeless Response Plan & enhance social services
- E. Continue initiatives to advance indoor recreation & cultural opportunities



VIBRANT & DIVERSE ECONOMY

- F. Focus on RAC Phase III & other sport facility developments
- G. Enhance economic, workforce, and incubator projects and programs



A SAFE AND SECURE COMMUNITY

- H. Continue the development of a new Lacey Police Station



QUALITY TRANSPORTATION & INFRASTRUCTURE

- I. Continue focus on Interstate 5 and Nisqually Bridge corridor solution
- J. Enhance multimodal transportation infrastructure and create a welcoming physical environment for all community members

OTHER PRIORITY WORK PLAN ITEMS



ENVIRONMENTAL STEWARDSHIP

- K. Continue implementation of climate mitigation efforts.



AN ENGAGED COMMUNITY

- L. Enhance communication and engagement efforts.



EXCELLENCE IN PROGRAMS & SERVICES

- M. Attract and retain quality and qualified staff to meet service needs.



LACEY WORK PLAN

2022-2024



Shaping Our Community Together

Adopted September 15, 2022

Council
Priority



**COORDINATED &
COLLABORATIVE
PLANNING**

Council
Priority



**SAFE & SECURE
COMMUNITY**

Council
Priority



**ENGAGED
COMMUNITY**

Council
Priority



**VIBRANT PLACE
TO
LIVE, WORK &
PLAY**

Council
Priority



**QUALITY
TRANSPORTATION
&
INFRASTRUCTURE**

Council
Priority



**EXCELLENCE IN
PROGRAMS &
SERVICES**

Council
Priority



**VIBRANT &
DIVERSE
ECONOMY**

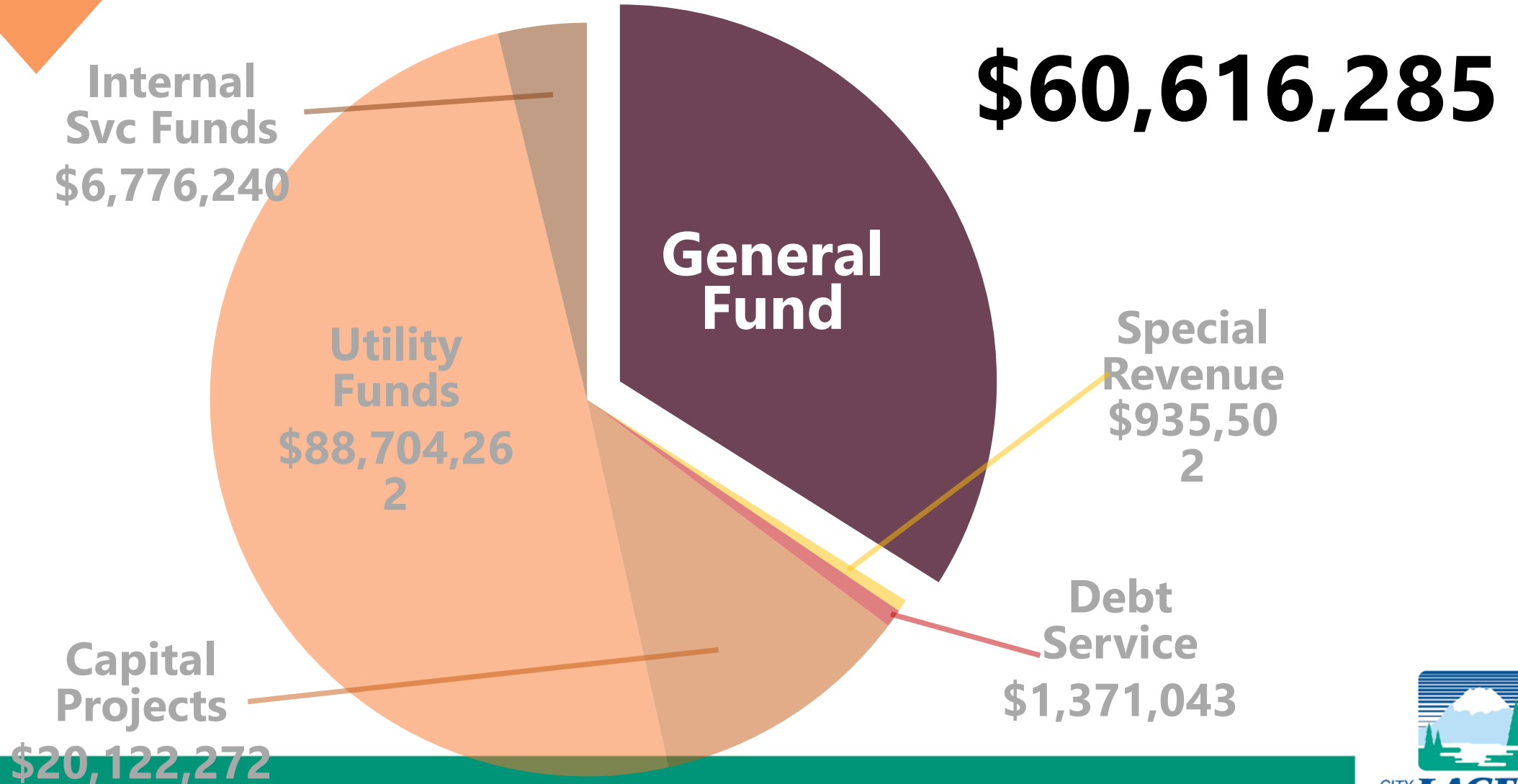
Council
Priority



**ENVIRONMENTAL
STEWARDSHIP**

COUNCIL WORKPLAN

2023 GENERAL FUND BUDGET



RESPONSIVE COMMUNITY

Council
Priority



Social Services Coordinator

- Future CDBG Funding
- Homeless Strategies
- Oversee Service Provider Contracts

Diversity, Equity, and Inclusion (DEI) Coordinator

- Administer DEI Strategies, Initiatives, & Training
- Develop DEI Policies & Programs
- Employee Engagement



COORDINATED PLANNING

Council
Priority



Climate/Sustainability Coordinator

- Implement Thurston Climate Mitigation Plan
- Coordinate Energy & Sustainability Programs

Parks Comprehensive Planner/Coordinator

- Parks Project Planning/ Administration/Oversight
- Grant Administration



CITY OF
LACEY

COORDINATED PLANNING

Council
Priority



Housing Coordinator

- Implement Housing Action Plan
- Coordinate with Regional Partners



Council
Priority



NEIGHBORHOOD GRANT PROGRAM

\$60,000

Horizon Pointe

A large, light-colored rock with the name 'Horizon Pointe' engraved in a stylized script font. The rock is surrounded by landscaping including various shrubs, grasses, and trees. A concrete sidewalk is visible in the foreground.



\$230,557



CLIENT APPOINTMENTS

- Exceeded 8,000 in 2021
- Over the past 6 years, more than 35,000

LACEY VETERANS SERVICES



Council
Priority



MAYOR'S GALA: Spring 2023



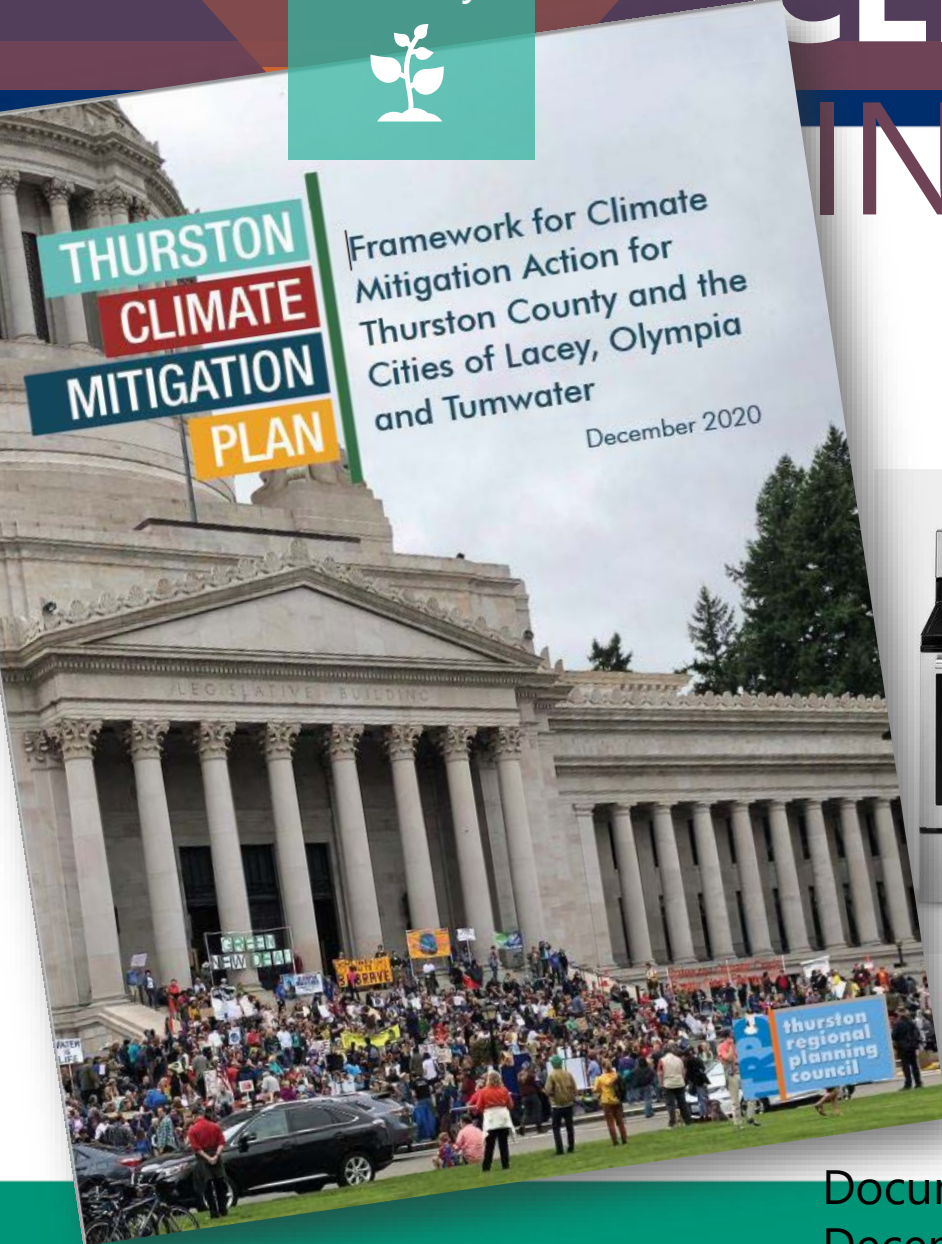
\$30,000

Council
Priority



CLIMATE ACTION PLAN INITIATIVES/PROGRAMS

\$200,000



Document adopted:
December 2020

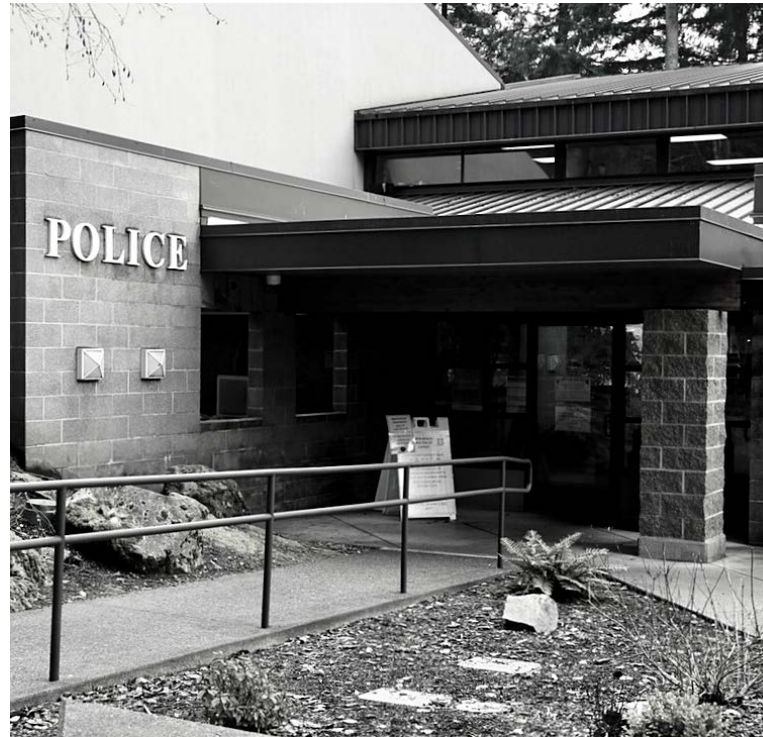
Council
Priority



POLICE STATION ANALYSIS ASSESSMENT



Established: **1967**
Population: **7,650**
Commissioned Officers: **3**



Built in: **1985**
Population: **15,000**
Commissioned Officers: **15**



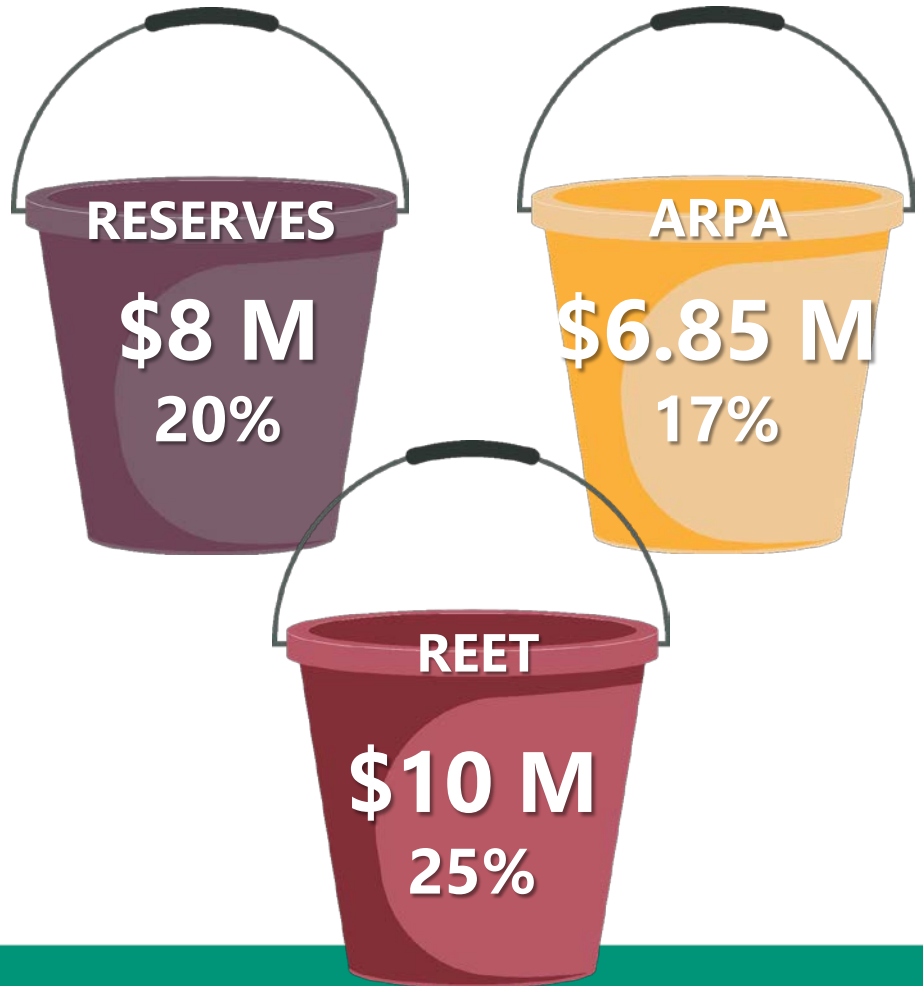
Today: **2022**
Population: **58,180**
Commissioned Officers: **63**



POLICE STATION

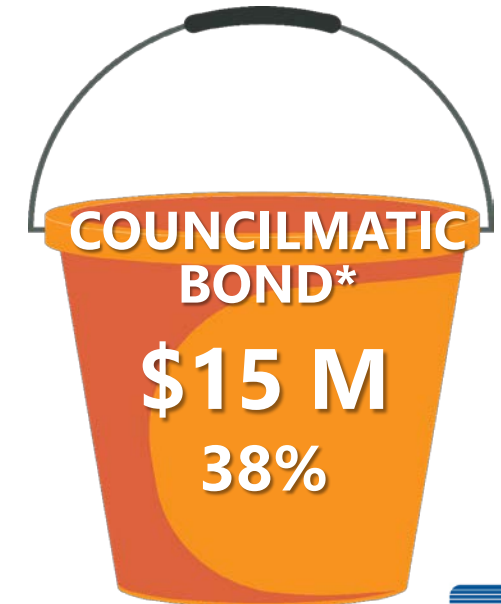
HOW TO PAY: Options \$40 M

Council
Priority



Total =
\$25 M

Remainder =
\$15 M



*Bond paid on
authorized

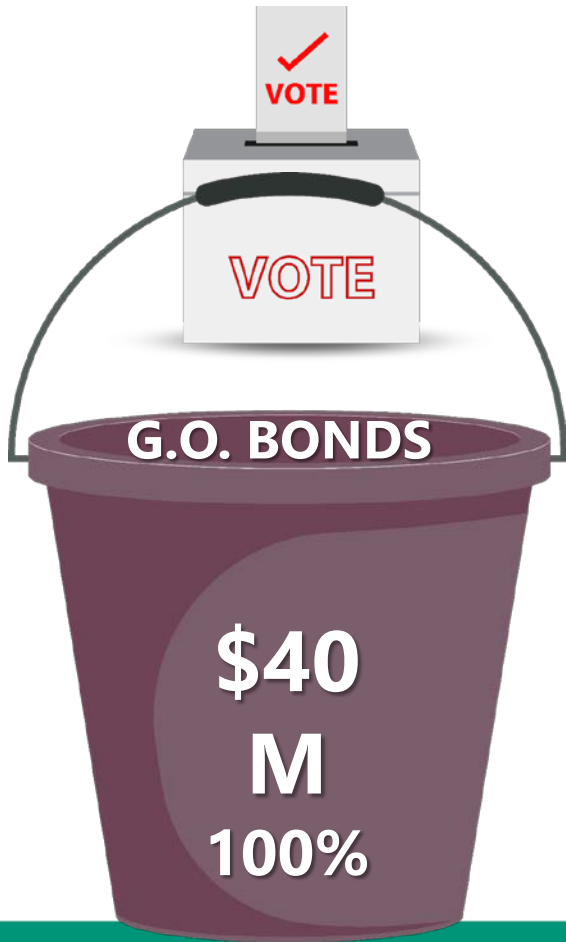
future revenues \$1.42



POLICE STATION

HOW TO PAY: Option \$40 M

Council
Priority



=

Property Tax increase to
residents and businesses



\$500,000 Average Home
Value

Tax Per Year =
~\$150.00



GREG CUOIO PARK

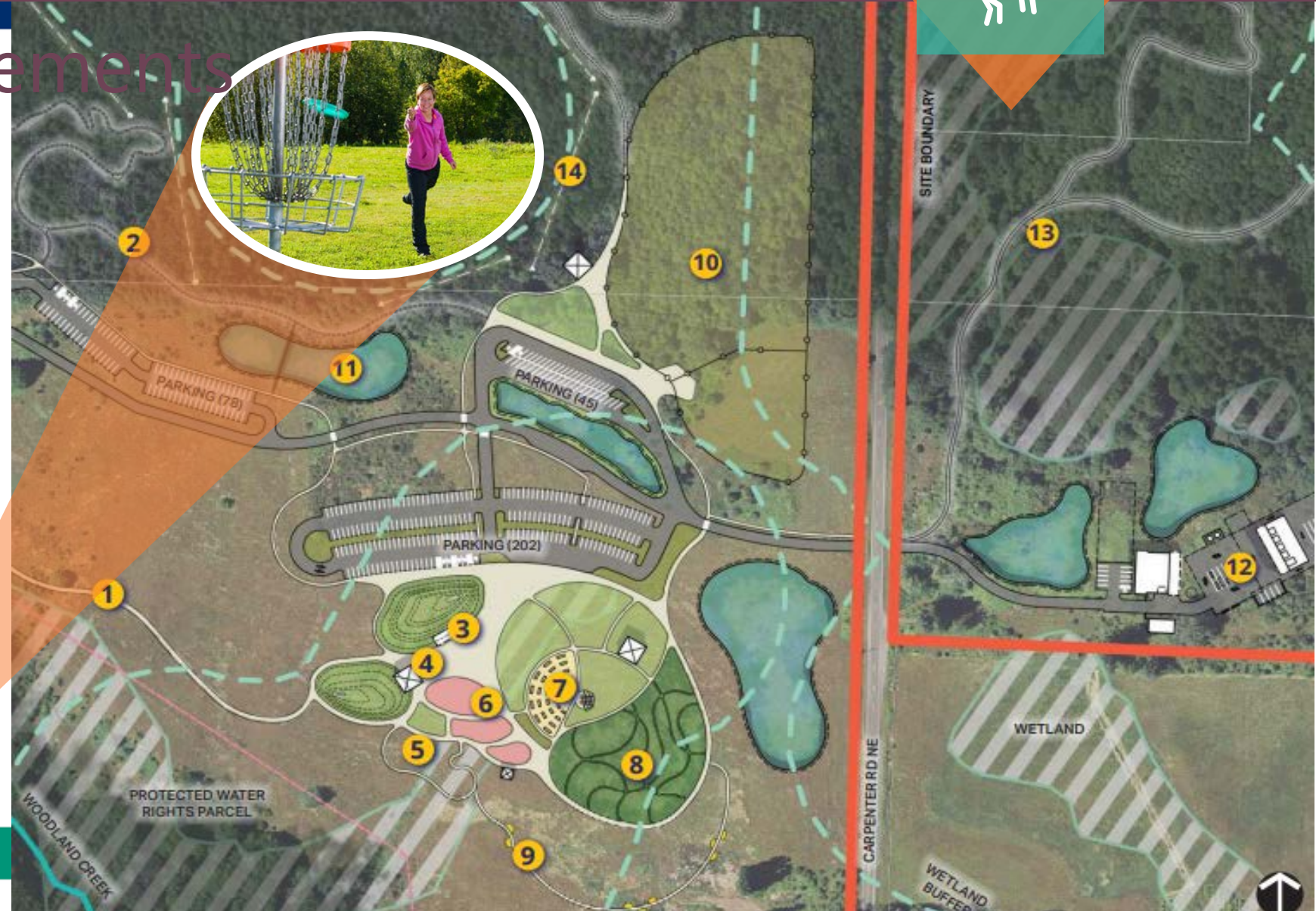
Council
Priority



Phase 1a Improvements

\$5 M

- Park Entrance
- Parking Lot
- Portable Restroom Enclosure
- Phase 1 of Large, All-Access Playground
- Large Picnic Shelter
- Soft-Surface Trails
- 18-hole Disc Golf Course



- American Lung Association – Reach the Beach
- Lacey Museum Operations
- Lacey South Sound Chamber – Visitor Services & Community Profile
 - South Sound Barbecue Festival
 - 2023 Golf Classic
 - Winter Fest: Sip, Savor, Shop

Council
Priority



Washington Center for the Performing Arts

- Experience Olympia & Beyond – General Promotion & Visitor Services
- Brats, Brews, and Bands – Gateway Rotary Club
- Senior Games

Lacey Spring Fun Fair

- Huntamer Park Concerts & Events
- Cultural Celebration
- Capital Lakefair

July 3 Fireworks & Concert

- PolyFest
- Regional Athletic Complex (Operation & Maintenance)

NEW:

- Deschutes Rugby Club
- **Juneteenth Celebration – Fred U. Harris Lodge #70**
- Kris Kringle Market Festival – Spouses' Club of Lewis-McChord
- Olympia Soccer Foundation



\$250,000

Capital Request

Total Applications = 22

Total Organizations = 18

Total Amount = **\$887,230**

2023 LODGING TAX RECIPIENTS

**2023
BUDGET**

PUBLIC HEARING



Revenue Sources
including Property Taxes

Thursday, November 3



**2023
BUDGET**

PUBLIC HEARING



Total Budget Overview

Thursday, November 17



**2023
BUDGET**

FINAL PUBLIC HEARING



2023 Proposed Budget

Thursday, December 1



**2023
BUDGET**

CITY COUNCIL ADOPTION



2023 Proposed Budget

Thursday, December 15



Director Report

- **Joint Meeting with Commission on Equity & Park Board of Commissioners –**
Monday, November 14, 2022 - 5:30 p.m. at City Hall or remote.
 - To review City's Corporate Sponsorship Policy
- **2023 Work Plan**
- **November and December meeting times**
 - Monday, November 28, 2022
 - Monday, December 26, 2022

Director Report

- **Upcoming Election of COE Officers:**

3. Election of Officers

3.1. The officers of the Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Commission, and such other officers as the Commission may elect.

3.2. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year.

3.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

3.4. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Commission.

COMMISSION ON EQUITY RULES OF PROCEDURE

Adopted 7.26.2021

1. Meetings

1.1. General:

- 1.1.1. All Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Commission.
- 1.1.2. A Commission meeting may be cancelled at the notice of the Chair, and notice should be posted online on the City's website and at the meeting place.
- 1.1.3. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city or resolution, Robert's Rules of Order, Revised, shall guide the formal decision process by the Commission in making their recommendation to Council.

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the fourth Monday of each month at 5:30 p.m. Commissioners will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the Commission will meet on the day following that legal holiday or as scheduled by the Commission.
- 1.2.3. In general, regular meetings will include the following elements:

- Call to Order
- Approval of agenda, previous meeting minutes, and consent items
- Public Comment
- Commission Business (includes, reports, presentations, etc.)
- Commissioner Reports
- Director's Report
- Adjourn

1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Commission may call for a Worksession or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Commission, or committee, to meet.

1.3.2. Although most formal Commission action occurs at Regular Meetings, the Commission may make decisions and take official action at Worksessions or Special Meetings.

1.3.3. In general, Worksession and special meetings will include the following elements:

- Call to Order
- Commission Business (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

2.1. Terms for Commissioners shall be for three years, with the following exception:

2.1.1. Initial terms appointed in 2021 for Commissioner Positions One (1), Two (2), and Three (3) will be appointed until 2024, all subsequent terms will be appointed on a three-year cycle.

2.1.2. Initial terms appointed in 2021 for Commissioner Positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2025, all subsequent terms will be appointed on a three-year cycle.

3. Election of Officers

3.1. The officers of the Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Commission, and such other officers as the Commission may elect.

3.2. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year.

3.3. The term of each officer shall begin on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

3.4. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Commission.

4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.

4.2. The Chair shall have power to create temporary committees of one or more Commissioners.

4.2.1. Committees of the Commission shall be created at the direction of the Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Commission. No committee shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.

4.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commissioners may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Worksession of the Commission, is deemed and taken as the action of the Commission.

7. Conflict of Interest

7.1. Any member of the Commission who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Commission will be forwarded to a City Council committee for review and recommendation.

8.2. No official action from the Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.

8.3. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

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.

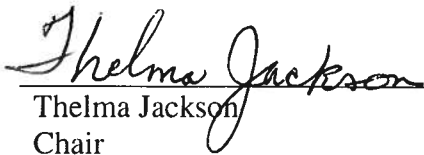
9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.

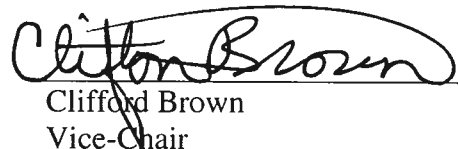
9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

10.1. The Rules of Procedure may be amended at a meeting by the Commission by a majority vote of the entire membership.

APPROVED by the City of Lacey Commission on Equity on this day 26 of July 2021.


Thelma Jackson
Chair


Clifford Brown
Vice-Chair