



**JOINT WORKSESSIONS
LACEY CITY COUNCIL AND YOUTH COUNCIL
LACEY CITY COUNCIL AND COMMISSION ON EQUITY
THURSDAY, MARCH 9, 2023
6:00 P.M. – 8:00 P.M.
REMOTE AND IN PERSON**

The Lacey City Council Worksessions will be conducted both remote and in person.

The public may attend the meeting in person in the Council Chambers at Lacey City Hall, 420 College Street SE, Lacey, Washington, or you may view or listen to the meeting by using one of the following platforms:

Live through Zoom: <https://us02web.zoom.us/j/84331238495>

Live or as a recording on YouTube: <https://youtube.com/live/A8VIE7yaAi4>

Listen via telephone: (888) 788-0099 or (877) 853-5247 (Webinar ID 843 3123 8495)

The public may submit written public comments by email to publiccomment@ci.lacey.wa.us. Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the meeting; however, comments received will be added to the official record. The comment period will close at **4:00 p.m. on March 9, 2023.**

AGENDA

- 6:00 LACEY YOUTH COUNCIL 2023 WORKPLAN**
SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER
(STAFF REPORT)
- 7:00 COMMISSION ON EQUITY 2023 WORKPLAN**
SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER
(STAFF REPORT)
- 8:00 ADJOURN**



LACEY CITY COUNCIL WORKSESSION

March 9, 2023

SUBJECT: Lacey City Council & Lacey Youth Council Joint Meeting

RECOMMENDATION: Approve a motion to accept the Lacey Youth Council's (LYC) 2023 Work Plan.

STAFF CONTACT: Rick Walk, Interim City Manager *RW*
Shannon Kelley-Fong, Assistant City Manager *SKF*

ORIGINATED BY: City Manager's Department

ATTACHMENTS: None

FISCAL NOTE: 2023 budget includes sufficient funding to perform the items identified in the 2023 LYC work plan.

PRIOR REVIEW: None

BACKGROUND: Lacey Youth Council (LYC) is an advisory body to the Lacey City Council on youth perspectives in the community. Members of the LYC meet twice monthly during the school year to conduct business, learn about local government, and discuss projects. Youth Councilmembers represent North Thurston High School, Pope John Paul II High School, River Ridge High School, and Timberline High School.

Pursuant to [Lacey City Council's Policies-Procedures Manual](#), Section 2.16, LYC includes the following elements:

- City personnel will conduct ongoing civic educational sessions and trainings throughout the duration of the year as part of LYC.
- Four (4) Youth Councilmembers that are junior or seniors will serve as the Youth Representatives to one of the following City Advisory Boards and Commissions:
 - o a. Historical Commission;
 - o b. Board of Parks Commissioners;
 - o c. Library Board; and

- o d. Commission on Equity.
- Lacey Councilmembers will be assigned at minimum one (1) Youth Council meeting to attend during the year.
- Once a month, selected Youth Council members will deliver a report to the Lacey Council during the second Lacey Council Meeting of that month.
- The Youth Council will pursue at minimum one (1) public service and community engagement project during the year.

The purpose of the joint meeting between the Lacey City Council and the LYC is to review and adopt the 2023 Work Plan, in addition to providing an opportunity for increased LYC and Lacey City Council interaction.

TABLE A	
WORK PLAN	
Lacey Youth Council Activities 2022-2023	
Meeting	Items Covered
08.24.2022	LYC Orientation: Welcome & Introductions City of Lacey Overview City Hall Tour LYC Roles and Responsibilities Robert's Rules (Bob's Rules) Meeting Expectations
09.01.2022	Lacey 101
09.15.2022	Boards and Commissions overview Elections Lacey Youth Council Reports Overview
10.06.2022	Q&A: Deputy Mayor Malcom Miller Public Education Video Series Project Discussion
10.20.2022	Public Education Video Series Project Discussion Joint Meeting with Lacey Youth Council & Associated Student Body Discussion
11.03.2022	Introduction to local governments in Lacey & Thurston County
11.17.2022	Local Government: History & Geography What local government applies to me Exercise
12.01.2022	How the City gets money – Revenues Property Tax exercise
12.15.2022	Q&A: Councilmember Robin Vazquez How the City spends its money - Expenditures Budget Exercise
01.05.2023	Land Use
01.19.2023	Q&A: Councilmember Lenny Greenstein Neighborhood Commercial Discussion
02.02.2023	Q&A: Councilmember Carolyn Cox

	Public Speaking
02.16.2023	Joint Meeting Practice
03.02.2023	Public Safety & Response to Homelessness Joint Meeting Practice, part II
03.09.2023	Joint Meeting with the Lacey City Council
FORTHCOMING MEETINGS*	
03.16.2023	Advisory Board Stipend Program Discussion Utility Wrap Discussion
04.06.2023	Park, Culture, and Recreation Comprehensive Plan Discussion Q&A: Councilmember Ed Kunkel^
04.20.2023	Transportation Planning LYC recruitment
05.04.2023	Thurston Climate Mitigation Plan Overview and Discussion
05.18.2023	City Employment Opportunities LYC recruitment Q&A: Councilmember Michael Steadman^
06.01.2023	Diversity, Equity, Inclusion Strategic Plan Discussion Community Liaison Program Discussion
06.15.2023	End of the Year Celebration & Wrap-up
*May consider other policy or programmatic discussions as they come up during this period of time.	
^Pending	

LYC ACTIVITIES TO PRESENT. The first six months of LYC focused on setting a foundational understanding of local government activities (in alignment with providing ongoing civic educational sessions and trainings). During the joint meeting, the LYC will provide a high-level overview of some of the items covered this year, including:

- A. **Lacey 101** – Rory Line
- B. **Q & A with Councilmembers** – Kiara Coleman
- C. **Liaisons to Advisory Boards**
 - I. **Parks Board** – Sarah Towne
 - II. **Commission on Equity** – Alanis Blackburn
 - III. **Historical Commission** – Janine Bermudez
 - IV. **Library Board** – Nathaniel Clay
- D. **Lacey Youth Council Clerk Role** – Ayiana Young
- E. **How ideas get turned into policy - common process** – Rianna Joseph
- F. **Local government bodies** – Nathan Miller
- G. **How does the City get money (Revenues - Property Tax)** – Keegan Boldt
- H. **How does the City spend money (Expenditures - Budget)** – Abigail Asare
- I. **Land Use & Zoning 101** – Zurysaday Ramirez-Plasencia

J. Neighborhood Commercial – Justin Begley

LYC ACTIVITIES THE REMAINDER OF THE YEAR. For the remainder of the year, LYC will focus on providing input and feedback on City policies, programs, and services, see “Forthcoming Meetings” in **Table A**. The 2023 LYC Work Plan is subject to change based on City activities, e.g., LYC may review other City policy items or initiatives as they come up.

JOINT MEETING DISCUSSION. As part of the public service element, LYC has put together some items that they would like to discuss with the Lacey City Council, including:

- 1. River Ridge:** Government accessibility
 - 2. Timberline:** Public safety
 - 3. North Thurston / Pope John Paul II:** Homelessness and public safety
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ADVANTAGES:

1. Reviewing the LYC 2023 Work Plan provides an opportunity for the Lacey City Council to engage with the LYC.
2. Approving the 2023 Work Plan provides direction for the LYC’s remaining 2023 activities.

DISADVANTAGES:

1. No disadvantages identified.



LACEY CITY COUNCIL WORKSESSION

March 9, 2023

SUBJECT: Lacey City Council & Commission on Equity Joint Meeting

RECOMMENDATION: Approve a motion to accept the Commission on Equity's 2023 Work Plan.

STAFF CONTACT: Rick Walk, Interim City Manager *RW*
Shannon Kelley-Fong, Assistant City Manager *SKF*

ORIGINATED BY: City Manager's Department

ATTACHMENTS: 1. Draft 2023 Work Plan – Commission on Equity

FISCAL NOTE: 2023 budget includes sufficient funding to perform the items identified in the 2023 Work Plan.

PRIOR REVIEW: None.

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

- identify and advance opportunities that will create a more welcoming community;
- continue critical conversations on race and equity;
- seek greater participation from underrepresented community members; and
- identify existing gaps and barriers which could prevent full participation in government and public policy.

The purpose of the joint meeting between the Lacey City Council and the COE is to review and adopt the 2023 Work Plan. At the joint meeting, the Lacey City Council will have the opportunity to discuss the draft work plan, including adding, removing, or re-prioritize items for the COE to work on in 2023.

The 2023 Work Plan overviews the tasks that the COE is anticipated to begin, continue, or complete within this year. The 2023 Work Plan was reviewed by the COE at their December 27, 2022 meeting.

ADVANTAGES:

1. Reviewing the 2023 Work Plan provides an opportunity for the Lacey City Council to discuss specific work topics and to reprioritize the COE's work program based on emerging or changing issues.
2. Approving the 2023 Work Plan provides direction for the COE's 2023 activities.

DISADVANTAGES:

1. No disadvantages identified.



COMMISSION ON EQUITY 2023 WORKPLAN



MEET THE MEMBERS



ALANIS
Blackburn



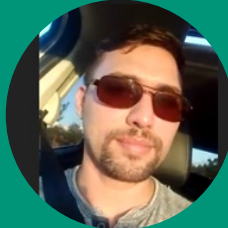
CLIFF
Brown



ANNIE
Clay



MAKIEDA
Hart



JON
Hegwood



THELMA
Jackson



KIM
Sauer



KRISTINE
Stolberg

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

- Create a more welcoming community.
- Continue critical conversations on race and equity.
- Increase involvement from underrepresented community members.
- Remove barriers that prevent full participation in government and public policy.

JOIN US!

The public is invited to attend the Lacey Commission on Equity meetings on the 4th Monday of the month at 5:30 p.m. You can provide public comment during the meeting or by emailing COE@ci.lacey.wa.us.

LEARN MORE

Visit
CityofLacey.org/COE
or scan the
QR code.



Background

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

- Identify and advance opportunities that will create a more welcoming community.
- Continue critical conversations on race and equity.
- Seek greater participation from underrepresented community members.
- Identify existing gaps and barriers which could prevent full participation in government and public policy.

Commissioners: (Chair/Vice Chair TBD)

First Name	Last Name	City / UGA	Position	Term	Date of Appointment	Term Expiration	OMPA Training Date
Clifton	Brown	City	Chair	1st	5/20/2021	12/31/2025	6/28/2021
Kim	Sauer	City	Commissioner	1st	5/20/2021	12/31/2025	6/28/2021
Thelma	Jackson	City	Commissioner	1st	5/20/2021	12/31/2024	6/28/2021
Annie	Clay	UGA	Vice Chair	1st	5/20/2021	12/31/2024	6/28/2021
Kristine	Stolberg	City	Commissioner	1st	5/20/2021	12/31/2025	6/28/2021
Makieda	Hart	UGA	Commissioner	1st	5/20/2021	12/31/2024	6/28/2021
Jonathan	Hegwood	City	Commissioner	1st	5/20/2021	12/31/2025	6/28/2021
Alanis	Blackburn	Youth	LYC Rep.	2nd	9/2022	06/2023	-

City Staff Support:

Shannon Kelley-Fong, Assistant City Manager

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

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

Public Comment:

During meeting:

In-person – Lacey Council Chambers

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

By Phone – Please press *9

Prior to meeting:

By E-mail – Written Public Comment may be submitted to the COE 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.

Review of 2021/2022 COE Activities

Table A provides a succinct overview of COE efforts over the first year and a half.

Table A		
Overview of Commission on Equity Work June to December 2021 January to December 2022		
Year	Month	Activity
2021	June	• Welcome & Overview of the Commission on Equity • Open Government Training • Term Discussion • Review of Advisory Boards and Commissions – Standards, Protocols, and Ground Rules Handbook • Procedures & Elements Discussion
2021	July	• Draft Rules of Procedure Overview • Roberts’s Rules, Revised Overview and Practice • Nominations of Officers (Chair, Vice Chair) • Strategic Diversity, Equity, and Inclusion Plan Introduction and Work Plan Overview • Overview of Equity Work Group
2021	August	• Strategic Diversity, Equity, and Inclusion Plan - Workshop #1 – Where have we been? Where do we want to go? • Position Selection for Terms • Vice Chair Selection • Draft Work Plan Overview • Inspirational Item and Enhanced Community Dialogue Discussion
2021	September	• Human Resources & Internal Diversity, Equity and Inclusion Efforts • Strategic Diversity, Equity, and Inclusion Plan - Workshop #2 – Creating an Equity Values Statement • Demographics and City Overview • Draft Work Plan & Community Engagement Session Discussion (Continued)
2021	October	• Strategic Diversity, Equity, and Inclusion Plan – Workshop #6 – How We Listen • November Community Engagement Sessions Discussion • Juneteenth Presentation • Lacey Cares Initiative Overview • November Community Engagement Sessions Update

Commission on Equity-2023 Work Plan

2021	November	• Held two Community Engagement Listening Sessions • November Community Engagement Sessions Review • Indigenous Acknowledgements & Future Collaboration • 2022 Workplan & Budget Discussion
2021	December	• Strategic Diversity, Equity, and Inclusion Plan – Workshop #3 – Creating a Mission Statement • 2022 Workplan Approval • Report on Community Relations Committee Meeting • Juneteenth Update following meeting with Fred U. Harris Lodge
2022	January	• Discussed participation in Lacey's Cultural Celebration • DEI Strategic Plan Workshop #4: Revisit Equity Values, Mission, and Vision Statements & Overview of Values-based decision making in practice • Community Engagement Update • Focus Group Subcommittee Update • Juneteenth Celebration Update
2022	February	• Joint Meeting w/ Lacey City Council – Review of Work & 2022 Work Plan • Review of BIPOC Business Startup Training Program • LPD Presentation • DEI Strategic Plan Workshop #5: Values Based Decision Making in Practice • Focus Group Strategy • Booth at the Lacey Cultural Celebration
2022	March	• Held a focus group with Lacey Youth Council • Held a booth at the Lacey Cultural Celebration • Discussed developing a Community Connectivity Assessment (CCA) • Reviewed DEI Strategic Plans from other organizations • DEI Strategic Plan Workshop #7: Creating and Prioritizing Action
2022	April	• Reviewed Parks & Recreation Facility Policies • Reviewed Parks, Culture & Recreation Comprehensive Plan - Public Involvement Plan • Reviewed the City's Communications Plan
2022	May	• Thurston County Climate Mitigation Plan & Advisory Board • Current Planning – CED Presentation • Reviewed Proclamation Policy • Reviewed Flag Policy and Juneteenth Flag addition in 2022 • Continued discussion on CCA development • Juneteenth Celebration Update • Police Facility Community Advisory Panel Update (CAP)
2022	June	• Held 41st Juneteenth Celebration in partnership with the Fred U. Harris Lodge

Commission on Equity-2023 Work Plan

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

2023 Workplan: Table B provides a succinct overview of anticipated COE efforts in 2023.

Table B			
2023 Work Plan			
Year	Quarter	Category	Activity
2023	Q1	Engagement	1. Hold a joint/informational meeting with DEI representatives from local education institutions 2. Hold a focus group with community members / affinity group(s) (TBD) 3. Participate in the Lacey Cultural Celebration
		Strategic Plan	4. Continue work on Draft DEI Strategic Plan
		Policy Items	5. Research and review potential compensation opportunities for advisory body members; create a recommendation for the City Council 6. Continue to work on a draft Land Acknowledgement and Land Acknowledgement Policy. Solicit input from Nisqually Indian Tribe and Squaxin Island Tribe 7. Continue to review the Corporate Sponsorship Policy with the Board of Park Commissioners; create a recommendation for the City Council 8. Review other City policy documents, as they come up. (e.g., Park, Culture, Recreation Comprehensive Plan, etc.)
		Program Items	9. Review recommendations for Utility Wrap Project 2023 with Historical Commission
		Events	10. Start 42nd Juneteenth Celebration planning with Fred U. Harris Lodge

2023	Q2	Engagement	1. Hold a joint/informational meeting with DEI representatives from other local governments 2. Hold a focus group with community members / affinity group(s) (TBD)
		Strategic Plan	3. Continue work on Draft DEI Strategic Plan 4. Solicit feedback on Draft DEI Strategic Plan with City departments / staff
		Policy Items	5. Finalize draft Land Acknowledgement and Land Acknowledgement Policy; create a recommendation for the City Council 6. Research and review paid community liaison programs 7. Review other City policy documents, as they come up
		Program Items	8. Make recommendation for Utility Wrap Project 2023 with Historical Commission 9. Review of Community Survey options.
		Events	10. Continue 42nd Juneteenth Celebration planning with Fred U. Harris Lodge

2023	Q3	Engagement	1. Hold a joint/informational meeting with local non-profit service providers 2. Hold a focus group with community members / affinity group(s) (TBD) 3. Host a Community Engagement Session(s)
		Strategic Plan	4. Continue work on Draft DEI Strategic Plan 5. Solicit feedback on Draft DEI Strategic Plan with community stakeholders
		Policy Items	6. Continue research and review on paid community liaison programs; create a recommendation for the City Council 7. Research and review Equity Tools 8. Review other City policy documents, as they come up
		Program Items	9. Make recommendation for Community Survey
		Events	10. Participate in the 42nd Juneteenth Celebration with the Fred U. Harris Lodge

Commission on Equity-2023 Work Plan

2023	Q4	Engagement	11. Hold a focus group with community members (TBD)
		Strategic Plan	12. Continue work on Draft DEI Strategic Plan 13. Recommend DEI Strategic Plan for adoption
		Policy Items	14. Continue research and review on potential equity tools 15. Start research and review of Equity Maps 16. Review other City policy documents, as they come up
		Program Items	
		Events	