



COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE

MONDAY, MAY 3, 2021

11:00 A.M.

REMOTE ATTENDANCE

To comply with Governor Inslee's [Proclamation 20-28](#), the Community Relations & Public Affairs Committee Meeting will be conducted remotely, not in person. However, you may view the meeting by watching live through Zoom.

Link: <https://us02web.zoom.us/j/82923053687>

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 **829 2305 3687**
press # (participant ID not required)

LACEY MINSK MAZOWIECKI SISTER CITY ASSOCIATION

*RICK SCHILDMAN
(PRESENTATION)*

NAMING POLICY

*SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER
(STAFF REPORT)*

CULTURAL CELEBRATION RECAP

*JEANNETTE SIELER, RECREATION SUPERVISOR
(PRESENTATION)*



LACEY SISTER CITY ASSOCIATION APPLICATION FOR CITY OF LACEY FUNDS

Sister City: Lacey-Mińsk Mazowiecki Sister City

Federal Tax ID Number: 030552233

Contact Name: Hanna Anders

Title: President

Mailing Address: P.O.BOX 5992, Lacey WA 98509

Phone: 360.790.5468

Email: laceysistercity@outlook.com

Amount of Funds: \$3,000.00

Calendar Year: 2021

I hereby state on behalf of Lacey-Mińsk Mazowiecki Sister City Association that
Lacey Sister City Association's Name

- › The Association expenditures and encumbrances shall not exceed available revenues.
- › City funds shall be spent strictly in support of the sister city relationships and shall not be used for personal benefit or advantage.
- › City funds may be used in support of operating expenses, promotion and communication efforts, 501(c)(3) reporting expenses, and exchange events.
- › City funds will not be used for gifts, travel, alcohol, hotel/motel accommodation, and meal expenses.
- › The Association shall apply for reimbursement up to the amount of funds allocated and shall annually report to the Community Relations Committee how funds authorized by the City were expended.

SIGNATURE: *Hanna Anders*

PRINTED NAME: HANNA ANDERS

DATE: 09/01/2020

ADDRESS TO:

CITY OF LACEY

MAILING ADDRESS:

NICOLE WILLIAMS, EXECUTIVE ASSISTANT
420 COLLEGE STREET SE, LACEY, WA 98503

PHONE:

360.438.2620



LACEY SISTER CITY ASSOCIATION WORK PLAN

OBJECTIVES OF THE LACEY SISTER CITY PROGRAM:

- ↓ The development of people-to-people relationships between the citizens of Lacey and established sister cities.
- ↓ Educational opportunities for our citizens and the citizens of the affiliated cities.
- ↓ Enhancement of our citizen's cultural awareness and sensitivity.
- ↓ Development of international trade and tourism, and the exchange of business practices.

To meet the requirements of Resolution No. 941 and to show how the Association will further the objectives of the Lacey Sister City Program, please complete the following by typing in the required information and submit to the City Clerk no later than **January 15**. After receiving, you will be contacted to schedule a presentation before the Community Relations & Public Affairs Committee.

NAME OF ASSOCIATION: Lacey-Mińsk Mazowiecki Sister City Association

SISTER CITY: Mińsk Mazowiecki, Poland

WORK PLAN CALENDAR YEAR: 2021

DATE OF SUBMISSION: January 12, 2021

☐ **PROPOSED ANNUAL MEETING DATE:** October 6, 2021

An election of Officers and Board of Directors shall be held during the Annual Meeting. Written announcements and invitations for the Annual Meeting and agenda must be delivered at least two weeks in advance of the meeting to all members of the Association, Lacey City Council, and the City Manager's office.

☐ **DOES THE ASSOCIATION HAVE A MINIMUM OF 25 DUES PAYING MEMBERS?**
(Number of Members)

☒ Yes

☐ No **NOTE:** If under 25 dues paying members, extensive public participation in Association activities/events will be used to gauge public support. Describe the activities/events the Association will hold during the year that will demonstrate public support:

☐ **PROVIDE THE ASSOCIATION'S BUDGET IDENTIFYING ALL REVENUES AND EXPENDITURES FOR THE WORK PLAN'S CALENDAR YEAR.**

Total Budget	\$3000
Amount raised from dues	\$300
Amount raised by fundraising	\$TBD

☐ **THE ASSOCIATION MUST SPONSOR AT LEAST TWO PROGRAM ACTIVITIES ANNUALLY, IN ADDITION TO THE ANNUAL MEETING. LIST BELOW THE NAME, DESCRIPTION, AND PROPOSED DATES OF THESE ACTIVITIES:**

1. Name of proposed activity: Cultural Celebration
2. Date of proposed activity: March 2021
Description of proposed activity: Virtual trip to Poland

3. Name of proposed activity: Lacey Firework Spectacular
Date of proposed activity: 07/03/2021
Description of proposed activity: Educate and advertise the association

4. Name of proposed activity: Pierogi Festival
Date of proposed activity: 12/11/2021
Description of proposed activity: LMMSCA will host a festival to conduct outreach activities presentation of the Polish culture through polish educate and advertise the association

☐ **USING THE ATTACHED CALENDAR, LIST ALL PROPOSED ACTIVITIES/EVENTS AND BI-LATERAL EXCHANGES FOR THE WORK PLAN'S CALENDAR YEAR, INCLUDING THE DATE AND DESCRIPTION.**

LACEY SISTER CITY ASSOCIATION: LACEY- MIŃSK MAZOWIECKI SISTER CITY ASSOCIATION

SIGNATURE: Hanna Anders

PRINTED NAME: HANNA ANDERS

DATE: JANUARY 12, 2021

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

WORK PLAN DEADLINE:

JANUARY 15 - ANNUALLY

ADDRESS TO:

CITY OF LACEY

MAILING ADDRESS:

NICOLE WILLIAMS, EXECUTIVE ASSISTANT

PHONE:

420 COLLEGE STREET SE, LACEY, WA 98503

360.438.2620

CALENDAR OF PROPOSED ACTIVITIES/EVENTS AND BI-LATERAL EXCHANGES TO BE HELD DURING THE WORK PLAN'S CALENDAR YEAR

JANUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
1/6/2021	Monthly meeting	Monthly team building meeting and ongoing activity.
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
2/3/2021	Monthly Meeting	Monthly team building meeting and ongoing activity
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
3/3/2021	Monthly meeting	Ongoing activity
3/7/2021	Cultural Event	Ethnic Celebration at Saint Martin's through the Lacey Parks and Recreation Department.
APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
4/7/2021	Monthly meeting	Monthly team building meeting and ongoing activity
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
5/5/2021	Monthly meeting	Monthly team building meeting and ongoing activity
JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
6/2/2021	Monthly meeting	Monthly team building meeting and ongoing activity
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
7/7/2021	Monthly meeting	Monthly team building meeting and ongoing activity
7/3/2021	Community event	Lacey Fireworks Spectacular at Rainier Vista Park.
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
8/4/2021	Monthly Meeting	Monthly team building meeting and ongoing activity
SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
9/1/2021	Monthly meeting	Monthly team building meeting and ongoing activity
OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/6/2021	Annual Meeting	Election of the Board
10/6/2021	Monthly Meeting	Monthly team building meeting and ongoing activity
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/3/2021	Monthly Meeting	Monthly team building meeting and ongoing activity
DECEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/11/2021	Pierogi Festival	2nd annual Pierogi Festival at Lacey Senior Center. Polish folk music- Mazowsze, pierogi making presentation, arts and crafts for kids -polish pottery plate
12/1/2021	Monthly meeting	Monthly team building meeting and ongoing activity

LMMSCA 2021 Budget

Account Beginning Balance January 1, 2021

Annual Budget 2021

INCOME

Unrestricted Income

Dues/ Membership	\$ 300.00
Unrestricted Gifts	\$ 100.00
Interest into savings	\$ 3.00
Other	\$ -
Unrestricted Income Subtotal	\$ 403.00

Events / Restricted Income

Restricted Gifts	\$ 100.00
Youth Exchange from Poland to Lacey (SWB 2023)	\$ -
Youth Exchange from Lacey to Poland (Fall Exchange 2022)	\$ 6,000.00
Pierogi Festival	\$ 4,000.00
Other Events Grants and Fundraising	\$ -
Events / Restricted Income Subtotal	\$ 10,100.00

Reimbursable Income by City of Lacey

Reimbursement Requests (limit \$3,000.00)	
Supplies	\$ 500.00
Computer software subscription	\$ 500.00
Equipment	\$ 250.00
Webpage	\$ 400.00
P.O. Box Rental	\$ 110.00
SOS Licenses and Fees	\$ 40.00
General Liability Insurance	\$ 1,000.00
Other	\$ 200.00
Reimbursement Requests Subtotal	\$ 3,000.00

Youth Exchange/ Delegations Insurance	\$ 4,000.00
Reimbursable Income by City of Lacey Total	\$ 7,000.00

TOTAL INCOME

\$ 20,503.00

EXPENSES

Events / Restricted Expenses

Restricted Gifts	\$ 100.00
Youth Exchange from Poland to Lacey (SWB 2023)	\$ -
Youth Exchange from Lacey to Poland (Fall Exchange 2022)	\$ 6,000.00
Pierogi Festival	\$ 3,000.00
Other Events Expenses	\$ -
Events / Restricted Expenses Subtotal	\$ 9,100.00

Expenses Reimbursable by City of Lacey

Operating Expenses	
Supplies	\$ 500.00
Computer software subscription	\$ 500.00
Equipment	\$ 250.00
Printing	\$ 400.00
P.O. Box Rental	\$ 110.00
SOS Licenses and Fees	\$ 40.00
General Liability Insurance	\$ 1,000.00
Other	\$ 200.00
Operating Expenses Subtotal	\$ 3,000.00

Youth Exchange/ Delegations travel Insurance	\$ 4,000.00
Expenses Reimbursable by City of Lacey Total	\$ 7,000.00

TOTAL EXPENSES

\$ 19,100.00

Account Ending Balance

\$ 1,403.00



LACEY SISTER CITY ASSOCIATION ANNUAL REPORT

To meet the requirements of Resolution No. 941, please complete by typing in the required information and submit to the Executive Assistant no later than **January 15**. After receiving, you will be contacted to schedule a presentation before the Community Relations & Public Affairs Committee.

NAME OF ASSOCIATION: LACEY-MIŃSK MAZOWIECKI SISTER CITY _____ ("ASSOCIATION")
SISTER CITY: Mińsk Mazowiecki _____
REPORTING YEAR: 2020 _____

- ☐ What was the date of the Association's Annual Meeting: October 7, 2020
- ☐ List the number of members (dues paying) for the reporting year: 25 ____
If under 25 members, identify the activities/events the Association held during the reporting year and the approximate number of attendees at each event:

<u>Name of Activity/Event</u>	<u># of Attendees</u>
_____	_____
_____	_____
_____	_____
_____	_____

- ☐ Using the attached calendar, list all activities/events and bi-lateral exchanges held during the reporting year, including the date and description. *(See attached sample calendar.)*
- ☐ Attach a summary of the Association's expenditures for the reporting year.

LACEY SISTER CITY ASSOCIATION: LACEY-MIŃSK MAZOWIECKI SISTER CITY ASSOCIATION

SIGNATURE: Hanna Anders

PRINTED NAME: HANNA A. ANDERS _____

DATE SUBMITTED: JANUARY 12, 2021 _____

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

ANNUAL REPORT DEADLINE: JANUARY 15
ADDRESS TO: CITY OF LACEY
NICOLE WILLIAMS, EXECUTIVE ASSISTANT
MAILING ADDRESS: 420 COLLEGE STREET SE, LACEY, WA 98503
PHONE: 360.438.2620

CALENDAR OF ACTIVITIES/EVENTS AND BI-LATERAL EXCHANGES HELD DURING THE REPORTING YEAR

JANUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
1/8/2020	Monthly meeting	Pierogi Festival summary. Ongoing activity.
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
2/5/2020	Monthly Meeting	Review annual budget, and plan 2020 activities
2/10/2020	Proposal to Mińsk Mazowiecki Mayor Marcin Jakubowski	LMMSCA proposal regarding: Youth Cultural Exchange Program; Washington Business Week to Mińsk Mazowiecki; Washington Business Week to U of W Tacoma. Exchanges during 2020 were cancelled and future exchanges are on hold due to COVID-19 pandemic.
2/21/2020	Meeting with City of Lacey officials	Meeting with City of Lacey Mayor and Manager. Discussion regarding relation and support between City and association.
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
3/4/2020	Monthly meeting	Ongoing activity
3/7/2020	Cultural Event	Ethnic Celebration at Saint Martin's by Lacey Parks. Host booth with information about Poland and provided activities for kids - Event was cancelled by City of Lacey
3/12/2020	Pierogi Making Class	Pierogi Making Class was given to 3 community and 2 LMMSCA members. Future classes were cancelled due to COVID-19 Stay Home, Stay Healthy Order issued by governor Inslee on March 23, 2020.
3/19/2020	Community Event	NTPS Language Night. Host table with information about Poland and provided activities for kids. Event was cancelled by NTPS.
APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
4/1/2020	Monthly meeting	Meeting in Lacey City Hall was cancelled due to COVID-19 Stay Home, Stay Healthy Order issued by governor Inslee on March 23, 2020
4/6/2020	Community Relations & Public Affairs Committee meeting	Meeting in Lacey City Hall was cancelled due to COVID-19 Stay Home, Stay Healthy Order issued by governor Inslee on March 23, 2020
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
5/6/2020	Monthly meeting	Meeting was conducted virtually via skype. Ongoing activity
JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
6/3/2020	Monthly meeting	Meeting was conducted virtually via skype. Ongoing activity
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
7/1/2020	Monthly meeting	Meeting was conducted virtually via skype. Ongoing activity
7/3/2020	Community event	Lacey Fireworks Spectacular at Rainier Vista Park. Host booth with information about Poland and LMMSCA. Event was cancelled due to COVID-19 pandemic.
7/6/2020	Virtual Meeting with Community Relations & Public Affairs Committee	LMMSCA presentation of the association's 2019 Annual Report; Request for approval of association's 2020 budget and activities.
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
8/5/2020	Monthly Meeting	Meeting was conducted virtually via skype. Ongoing activity

SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
9/2/2020	Monthly meeting	Meeting was conducted virtually via skype. Ongoing activity
OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/7/2020	Annual Meeting	LMMSCA annual meeting, originally scheduled to take place in Lacey City Hall Meeting Room on October 7, 2020, has been postponed until face to face meetings are permitted. Given the restrictions placed on all of us due to the ongoing COVID-19 pandemic and the City of Lacey closing their facilities to large group meeting, this decision is in line with health and safety guidelines so that all of our members remain safe. As soon as the restrictions change that will allow us to hold public meetings, we will schedule our annual meeting.
10/7/2020	Monthly Meeting	Meeting was conducted virtually via skype. Ongoing activity
10/10/2020	Community Event	Host booth during Lacey Children's Day at Huntamer Park. Provided art and craft for kids - polish pottery plate. Event was cancelled due to COVID-19 pandemic.
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/4/2020	Monthly Meeting	Meeting was conducted virtually via skype. Ongoing activity
DECEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/02/2020	Monthly meeting	Meeting was conducted virtually via skype. Preparation of the 2020 Annual Report. Planning activities and budget for 2021.
12/12/2020	Pierogi Festival	2nd annual Pierogi Festival at Lacey Senior Center. Polish folk music- Mazowsze, pierogi making presentation, arts and crafts for kids -polish pottery plate. Event was postponed due to COVID-19 pandemic.

LMMSCA Treasurer Report

TwinStar Credit Union: Primary Savings/Pierogi

Festival/Checking/Total

\$	5,951.74			
\$	5,248.66	\$	11,004.76	\$ 11,907.32
\$	861.59			\$ 11,004.76
\$	12,061.99			

INCOME

Unrestricted Income

Dues/Membership (Schildman, Anders, Anuszewski)	\$	400.00	\$	35.00	\$	105.00
Unrestricted Gifts	\$	100.00			\$	100.00
Interest into savings (Primary Savings & Pierogi Festival)	\$	3.00	\$	0.48	\$	5.68
Other	\$	-			\$	-
Unrestricted Income Subtotal	\$	503.00	\$	35.48	\$	210.68

Events / Restricted Income

Restricted Gifts	\$	100.00			\$	-
Youth Exchange from Poland to Lacey (SWB 2021)	\$	-			\$	-
Youth Exchange from Lacey to Poland (Fall Exchange 2020)	\$	6,000.00			\$	-
Pierogi Festival (pierogi sold)	\$	4,000.00			\$	36.00
Other Events Grants and Fundraising	\$	-			\$	-
Events / Restricted Income Subtotal	\$	10,100.00	\$	-	\$	36.00

Reimbursable Income by City of Lacey

Reimbursement Requests (limit \$3,000.00)						
Supplies (black toner cartridge)	\$	350.00	\$	105.80	\$	105.80
Computer software subscription	\$	250.00			\$	-
Equipment	\$	500.00			\$	-
Printing	\$	400.00			\$	-
P.O. Box Rental	\$	110.00			\$	118.00
SOS Licenses and Fees	\$	40.00	\$	10.00	\$	10.00
General Liability Insurance	\$	1,000.00			\$	930.00
Pierogi Festival, other than food and transportation	\$	-			\$	-
Other (postage to Poland)	\$	350.00	\$	3.39	\$	3.39
Reimbursement Requests Subtotal	\$	3,000.00	\$	119.19	\$	1,167.19

Youth Exchange/ Delegations Insurance

	\$	4,000.00			\$	-
Reimbursable Income by City of Lacey Total	\$	7,000.00	\$	119.19	\$	1,167.19

TOTAL INCOME

\$	17,603.00	\$	154.67	\$	1,413.87
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EXPENSES

Events / Restricted Expenses

Restricted Gifts	\$	100.00			\$	-
Youth Exchange from Poland to Lacey (SWB 2021)	\$	-			\$	-
Youth Exchange from Lacey to Poland (Fall Exchange 2020)	\$	6,000.00			\$	-
Pierogi Festival	\$	3,000.00			\$	-
Other Events Expenses	\$	-			\$	-
Events / Restricted Expenses Subtotal	\$	9,100.00	\$	-	\$	-

Expenses Reimbursable by City of Lacey

Operating Expenses

Supplies	\$	350.00			\$	105.80
Computer software subscription	\$	450.00			\$	413.79
Equipment	\$	500.00			\$	-
Printing	\$	400.00			\$	-
P.O. Box Rental	\$	110.00			\$	118.00
SOS Licenses and Fees	\$	40.00			\$	10.00
General Liability Insurance	\$	1,000.00			\$	930.00
Other (postage to Poland)	\$	350.00			\$	3.39
Operating Expenses Subtotal	\$	3,200.00	\$	-	\$	1,580.98

Youth Exchange/ Delegations travel Insurance

	\$	4,000.00			\$	-
Expenses Reimbursable by City of Lacey Total	\$	7,200.00	\$	-	\$	1,580.98

TOTAL EXPENSES

\$	16,300.00	\$	-	\$	1,580.98
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Account Ending Balance

\$	12,307.76	\$	12,061.99	\$	12,061.99
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COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE

May 3, 2021

SUBJECT: Naming of Public Facilities and Memorial Roadways Policy

RECOMMENDATIONS: 1) Move the draft Naming of Public Facilities and Memorial Roadways Policy to the full Lacey City Council for consideration.

2) Move the application for a Memorial Roadway in honor of Master Sergeant Leslie Johnson submitted by Ed Sorger to the full Lacey City Council for consideration.

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS:

1. [Draft Naming of Public Facilities and Memorial Roadways](#)
2. [Draft Application for Naming of Public Facilities and Memorial Roadways](#)
3. [Application for a Memorial Roadway in honor of Master Sergeant Leslie Johnson submitted by Ed Sorger](#)

FISCAL NOTE: If passed, there would be a minor fiscal impact for memorial roadway signage for the Ed Sorger request. Future commemorative naming would have additional fiscal impacts.

PRIOR REVIEW: Community Relations & Public Affairs Committee – April 3, 2021

BACKGROUND:

On February 12, 2021 the City of Lacey ("City") received a letter addressed to the General Government Committee from Ed Sorger, a former Lacey Police Department Commander. The letter from Mr. Sorger requested that the City recognize the late Master Sergeant (MSG) Leslie Johnson by naming a City-owned facility in his honor. Specifically, the letter expressed an interest in naming one or more of the following City facilities after Mr. Johnson: 1) the Lacey Veterans Services Hub; 2) the street the LVSH is located on; 3) a parking stall at the LVSH; or the street Mr. Johnson lived on in Lacey, Shirley Street SE.

Currently, there is no policy for naming or renaming City facilities in the City of Lacey City Council Policies - Procedures Manual. The City does have naming policies for 1) corporate naming rights for parks (Park and Recreation Department policy); 2) Public parks, trails and parkways, etc. (Section

10.16); and 3) historical buildings; (Section 10.17). In addition to these policies, Lacey Municipal Code 12.04 provides requirements for uniform street naming and house numbering.

At the March 11, 2021 Lacey City Council meeting, the Lacey City Council directed City personnel to review Mr. Sorger's request at the City of Lacey Community Relations and Public Affairs Committee meeting and consider developing a City policy for commemoratively naming City facilities.

This item was brought to the Community Relations and Public Affairs Committee at its April, 3, 2021 meeting. At this meeting it was recommended by City personnel that the City establish a consistent process for considering commemorative naming requests for public facilities and roadways prior. The Community Relations Committee directed City personnel to draft a public facility naming policy for the committee's review on May 3, 2021.

Draft Naming of Public Facilities and Memorial Roadways Policy Overview:

1. Provides an established and consistent procedure to commemoratively name City public facilities and memorial roadways.
2. Provides criteria for considering commemorative naming of City facilities and memorial roadways.
3. Outlines an application process. **Attachment 2** provides a draft Application for Commemorative Naming and Memorial Roadways of Public Facilities.
4. Specifies that all commemorative naming decisions are at the discretion of the Lacey City Council.

Recommended Next Steps:

1. Move the draft Naming of Public Facilities and Memorial Roadways Policy to the full Lacey City Council for consideration.
2. Move the application for a Memorial Roadway in honor of MSG Leslie Johnson submitted by Ed Sorger to the fully Lacey City Council for consideration

ADVANTAGES:

1. Adopting a Naming of Public Facilities and Memorial Roadways would provide a consistent process for considering naming requests for public facilities and memorial roadways.

DISADVANTAGES:

1. None identified at this time.

10.18 Naming of Public Facilities and Memorial Roadways

It is the policy of the City of Lacey to utilize an established and consistent procedure to commemoratively name City public facilities and memorial roadways.

Naming policies for parks, trails, parkways, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, park accessories, etc., are specified in Section 10.16 Naming of Public Parks, Trails, Parkway, etc.

Naming policies for Historical Buildings are specified in Section 10.17 Naming of Historical Buildings.

The commemorative naming and renaming of public facilities and memorial roadways shall only be done in accordance with the procedures and criteria set forth below. Once adopted, commemorative name and memorial roadway changes should occur on an exceptional basis and only at the discretion of the Lacey City Council.

A. Definitions:

1. **City facility accessories** – means all substantial structures or subareas of a building, which includes but is not limited to interior and exterior features such as lobbies, atriums, squares, plazas, foyers, halls, meeting rooms, chambers, corridors, waiting rooms, etc.
2. **City public facilities (“Public Facilities”)** – means, but is not limited to, City-owned buildings, utility facilities, including utility poles, utility boxes, and other utility elements, and other City facility accessories. City-owned streets and rights-of-way will only be considered for commemorative naming as memorial roadways.
3. **Commemorative name** – means a name provided to a City facility through the process outlined in the policy below.
4. **Memorial roadway** – means any public road, street, avenue, boulevard, or associated rights-of-way within City limits provided, or intended to be provided, with a secondary memorial name other than its formal navigational address name, in accordance with this naming policy. A memorial roadway name does not replace a street, road, avenue or boulevard’s formal navigational address name. A memorial road may be designated for the entirety of the public roadway or for a segment of a public roadway. The length of the memorial roadway is at the discretion of the Lacey City Council.

B. Criteria:

In the commemorative naming of public facilities or memorial roadways, consideration will be primarily given to the following:

1. Neighborhood, geographic or common name identification
2. Natural or geological features
3. Significant historical events or cultural attributes

4. Historical or cultural figures
5. Outstanding individuals in the community
 - a. Outstanding individuals will be considered posthumously. There shall be a lapse of at least thirty-six (36) months between the date of the death of the person(s) or of the event commemorated and the final naming or renaming of the City facility; or at the discretion of the City Council. Consideration will be given when:
 - i. the person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the community; or
 - ii. the person risked his or her life to save or protect others.
6. Veterans or military units with exceptional service contributions to the nation, state, or community
7. An individual who has made a significant land and/or monetary contribution to the City or greater community and who has stipulated the name as a condition of the donation
8. An individual who has contributed exceptional civic service to the City or greater community
 - a. Facilities shall not ordinarily be named for living persons, except under the following conditions:
 - i. The individual provided exceptional service of substantial length and leadership to the City.
 - ii. The individual's accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to enhancing public facilities.
9. A business entity or organization that has donated a significant parcel of property or facility, or has provided financing for the acquisition of a public facilities or provided for significant development of a public facility or an element within a public facility

C. Procedure:

The commemorative naming of public facilities and memorial roadways should be approached without preconceived notions and with patience and deliberation. Timing is important in naming public facilities, since temporary designations tend to be retained.

1. During the development of a public facility, a street designation or number will be used until the formal naming of the public facility occurs.
2. Whenever possible, naming of the public facility will be made upon closing a purchase or construction of the public facility.
3. Any group, person, or organization may apply to commemoratively name or re-name a public facility, excluding public roadways.

4. Any group, person, or organization may apply to create a memorial roadway.
5. The commemorative renaming and reconsideration of current names of public facilities and memorial roadways is allowed but discouraged.
6. Name change applications will be subject to a critical review that includes consideration of the original justification for the current name, the monetary value of prior contributors, and the rationale for changing the name. The renaming process would follow all other steps outline below.
7. Applications must contain:
 - a. the full name of the applicant, group, or organization;
 - b. contact information for a main point of contact;
 - c. identification of the public facility to be commemoratively named or renamed or the identification of the roadway to be considered for a memorial roadway;
 - d. the proposed name for the public facility or roadway;
 - e. supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the naming criteria;
 - f. evidence of demonstrated community support for the proposed name;
 - g. written documentation of approval of the person (if living) or next of kin (if deceased), if available;
 - h. identification of interested/impacted stakeholders;
 - i. a description of the location and a map; and
 - j. for renaming proposals of a facility, background information on the current name and the rationale for requesting a new name.
8. All applications should be submitted to the Public Affairs Office.
9. Naming Approval Process
 - a. The City Council will be advised based on a transparent process and utilize the following information as guidelines for approval.
 - i. All written suggestions, solicited or not, will be acknowledged and recorded for consideration.
 - ii. To avoid duplication, confusing similarity, or inappropriateness, the City, in considering commemorative names or memorial roadway applications, will review existing names used for public and private facilities in Lacey and the surrounding area.

- iii. Public facilities may only have one additional commemorative or historical name.
 - iv. Public roadways may only have one additional commemorative or historical name in addition to its formal navigational designation.
 - v. The City will refer all completed applications to Community Relations and Public Affairs Committee for review. The Community Relations and Public Affairs Committee will provide recommendations to the full Lacey City Council.
 - vi. The City shall notify the applicant of the application status once the full City Council has acted to approve the commemorative naming or memorial roadway application by resolution. If the Lacey City Council does not act by resolution on the commemorative naming or memorial roadway application, or the resolution does not receive a majority of the Lacey City Council vote, the application is considered denied. Denial of an application does not prohibit an applicant from submitting a new application for the same public facility or public roadway. Any subsequent applications are subject to the process described in the section above.
- 5. Any naming of City-owned facilities or memorial roadways may be revoked at the discretion of the Lacey City Council through a resolution.
 - 6. Public facilities shall be identified by the established commemorative name.
 - 7. Plaques, monuments, street signs, or other markers designating the commemorative name of the public facility or memorial roadway shall be maintained as a source of identity and civic pride. The size, material, and location of plaques, monuments, street signs, or other markers designating a commemorative name or memorial roadway are at the sole discretion of the City.
 - 8. Upon approval of the commemorative name or memorial roadway, the name will be filed with the Fire Department, 911, the Lacey Police Department or any agency/business that would use names as a reference.



City of Lacey
Application for Naming Public Facilities and Memorial Roadways

Name of individual, group or organization making the request:		
Primary contact:		
Address:		
City:	State:	Zip:
Phone:	Email:	

1. The application is for a:

- ☐ **Commemorative name** for a public facility. Public facility means, but is not limited to, City-owned buildings, streets and rights-of-way, utility facilities, including utility poles, utility boxes, and other utility elements, and other City facility accessories.
- ☐ **Memorial roadway** for a public road, street, avenue or boulevard within City limits. A memorial roadway name does not replace a street, road, avenue or boulevard's formal navigational address name.
- ☐ **Renaming a commemorative name.**

2. Public facility (or street) proposed to be named (or have memorial roadway). For example, City Hall or College Street SE.

3. Proposed name for the public facility or memorial roadway:

4. Please indicate what City criteria for commemorative names / memorial roadways your proposal meets - check off all criteria that apply. Proposed commemorative name or memorial roadway is in honor of:

- ☐ A neighborhood, geographic or common name identification.
- ☐ A natural or geological feature.
- ☐ A significant historical event(s) or cultural attributes.
- ☐ A historical or cultural figure(s).
- ☐ An outstanding individual(s) in the community. Outstanding individuals will be considered posthumously. There shall be a lapse of at least thirty-six (36) months between the date of the death of the person(s) or of the event commemorated and the final naming or renaming of the City facility; or at the discretion of the City Council.
- ☐ A veteran(s) or military unit with exceptional service contributions to the nation, state, or community.
- ☐ An individual who has made a significant land and/or monetary contribution to the City or greater community and who has stipulated the name as a condition of the donation.
- ☐ An individual who has contributed exceptional civic service to the City or greater community.
- ☐ A business entity or organization that has donated a significant parcel of property or facility, or has provided financing for the acquisition of a public facilities or provided for significant development of a public facility or an element within a public facility.

3. Provide any additional supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the City's naming criteria:

4. Explain how the proposed commemorative name or memorial roadway is supported by the community:

5. Please identify any interested or impacted stakeholder that would be affected by this proposal:
6. Please include the following attachments with this application:
 - ☐ **Attachment A** - Description/Map showing location of proposed public facility / public roadway
 - ☐ **Attachment B** - Written document of approval of person (if living) or next of kin (if deceased) if available.
7. If proposing to rename a facility (see Question 1), provide background information on the current name and the rationale for requesting a new name:

Signature of Primary Contact:

Printed of Primary Contact:

Organization:

Submitted completed applications to:

City of Lacey
ATTN: Public Affairs
420 College Street SE, Lacey, WA 98503
Tel: (805) 583-6748
Email: PublicAffairs@ci.Lacey.wa.us

For Internal Use ONLY

Date Received: _____, by: _____

SCHEDULE:

Community Relations Committee Meeting: _____

Lacey City Council Meeting: _____

Lacey City Council Action:

Approved - Resolution _____

Denied

Date: _____



City of Lacey
Application for Naming Public Facilities and Memorial Roadways

Name of individual, group or organization making the request:	Ed Sorger	
Primary contact:	Ed Sorger	
Address:	10244 Windward Dr NW	
City: Lacey	State: WA	Zip: 98403
Phone: 360-481-5782	Email: emsorger@gmail.com	

1. The application is for a:

☐ **Commemorative name** for a public facility. Public facility means, but is not limited to, City-owned buildings, utility facilities, including utility poles, utility boxes, and other utility elements, and other City facility accessories.

☒ **Memorial roadway** for a public road, street, avenue, boulevard, or associated rights-of-way within City limits. A memorial roadway name does not replace a street, road, avenue or boulevard's formal navigational address name.

☐ **Renaming a commemorative name.**

2. Public facility (or street) proposed to be named (or have memorial roadway). For example, City Hall or College Street SE.

Create a memorial roadway near the Lacey Veterans Services Hub on Golf Club Rd SE between 3rd Avenue SE and 6th Avenue SE. The request is to have memorial signage on 3rd Avenue SE and 6th Avenue SE.

3. Proposed name for the public facility or memorial roadway:

MSG Johnson Road

4. Please indicate what City criteria for commemorative names / memorial roadways your proposal meets - check off all criteria that apply. Proposed commemorative name or memorial roadway is in honor of:

☐ A neighborhood, geographic or common name identification.

☐ A natural or geological feature.

☐ A significant historical event(s) or cultural attributes.

☐ A historical or cultural figure(s).

☒ An outstanding individual(s) in the community. Outstanding individuals will be considered posthumously. There shall be a lapse of at least thirty-six (36) months between the date of the death of the person(s) or of the event commemorated and the final naming or renaming of the City facility; or at the discretion of the City Council.

☒ A veteran(s) or military unit with exceptional service contributions to the nation, state, or community.

☐ An individual who has made a significant land and/or monetary contribution to the City or greater community and who has stipulated the name as a condition of the donation.

☐ An individual who has contributed exceptional civic service to the City or greater community.

☐ A business entity or organization that has donated a significant parcel of property or facility, or has provided financing for the acquisition of a public facilities or provided for significant development of a public facility or an element within a public facility.

3. Provide any additional supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the City's naming criteria:

Mr. Johnson is the most decorated military officer the City of Lacey has ever had who resided in our city. He was recognized by proclamation at a Lacey City Council Meeting in late 2019 and we are requesting further recognition from the city

Mr. Johnson earned the following medals earned across his 24 year career: Army Commendation; Good Conduct; National Defense; American Campaign; European-African Campaign; Presidential Unit Citation; Army of Occupation; Special Congressional Medal for the Battle of Normandy; Greek War Cross; Purple

Heart; Bronze Star w/ Valor; WWII Victory; Korean Service; United Nations Korean Service Medal; Korean War Ambassador for Peace Medal; and Korean Presidential Unit Citation.

He Retired as an E-7, MSG, on 31 July, 1967 at Fort Ord, CA. He and Friedel decided they wanted to retire in Lacey, WA, near her sister Christine, and his friend Jimmy-so they did, and enjoyed many years of family, friendship and penny poker!

4. Explain how the proposed commemorative name or memorial roadway is supported by the community:

The Lacey community is proud to have a strong military affiliation and partnership.

Commemorating Mr. Johnson, the most decorated military officer the City of Lacey has ever had who resided in our city, would be a testament to this relationship and a meaningful way to recognize Mr. Johnson's distinguished service to our country for future generations.

Mr. Johnson's service and dedication to our country was truly exceptional and his heroic actions helped keep our country, and the world, safe in unprecedented times during World War Two, the Korean War, and beyond. Mr. Johnson is an exemplar of service to our county and should be celebrated as such.

5. Please identify any interested or impacted stakeholder that would be affected by this proposal:

Emergency Services, Lacey Veterans Services Hub, South Puget Sound Community College and other nearby businesses should be alerted to the addition of a memorial name on Golf Club Rd SE.

6. Please include the following attachments with this application:

 **Attachment A** - Description/Map showing location of proposed public facility / public roadway

 **Attachment B** - Written document of approval of person (if living) or next of kin (if deceased) if available.

7. If proposing to rename a facility (see Question 1), provide background information on the current name and the rationale for requesting a new name:

Not applicable for this application.

SIGNATURE PAGE FOLLOWS

Signature of Primary Contact:

Printed of Primary Contact:

Organization:

Submitted completed applications to:

City of Lacey

ATTN: Public Affairs

420 College Street SE, Lacey, WA 98503

Tel: (805) 583-6748

Email: PublicAffairs@ci.Lacey.wa.us

For Internal Use ONLY

Date Received: _____, by: _____

Community Relations Committee Meeting: _____

Lacey City Council Meeting: _____

Lacey City Council Action:

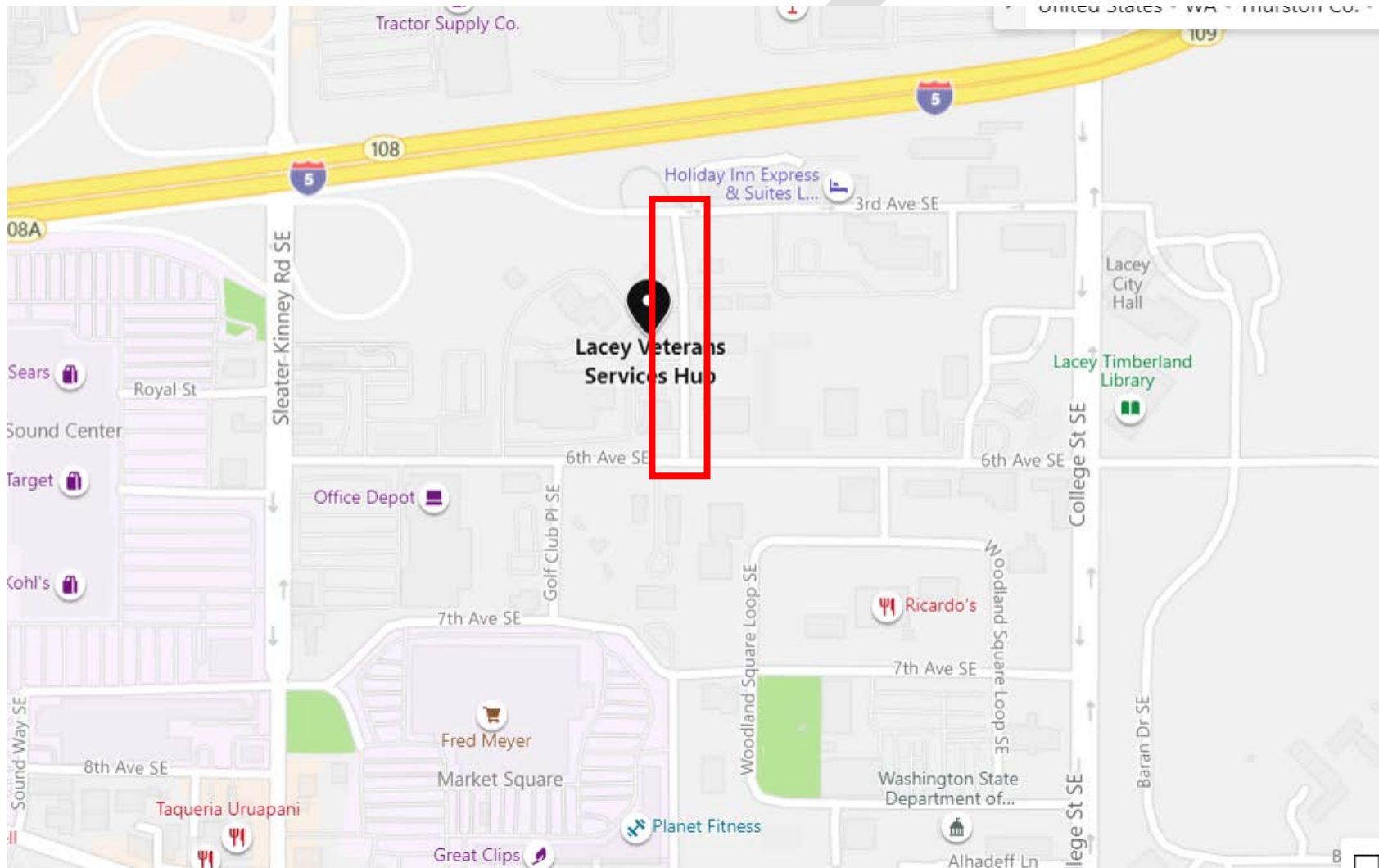
Approved - Resolution _____

Denied

Date: _____

Attachment A - Description/Map showing location of proposed public facility / public roadway

The proposed “MSG Road” Memorial Roadway between 3rd Ave. SE and 6th Ave. SE is shown in the red box.



Attachment B - Written document of approval of person (if living) or next of kin (if deceased) if available.

DRAFT