



## COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE

FEBRUARY 1, 2016

11:00 A.M.

COUNCIL CHAMBERS

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1. **PRESENTATION OF 2015 ANNUAL REPORT AND 2016 WORK PLAN AND BUDGET BY LACEY-MINSK SISTER CITY ASSOCIATION**

*MARY KIRKER, LACEY-MINSK SISTER CITY ASSOCIATION*  
(VERBAL REPORT – ATTACHMENTS)

2. **FIREWORKS 2016 UPDATE**

*MARY COPPIN, COMMUNITY LIAISON*  
(VERBAL REPORT – NO ATTACHMENT)



## 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 Minsk Mazowiecki Sister City Association

**SISTER CITY:** Minsk Mazowiecki, Poland

**WORK PLAN CALENDAR YEAR:** 2016

**DATE OF SUBMISSION:** 1-15-2016

**PROPOSED ANNUAL MEETING DATE:** 10-5-16

*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 15)

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:  
*Ethnic Celebration, Lacey in Tune concert, South Sound BBQ Festival, Children's Day*

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

Total Budget	\$2200
Amount raised from dues	\$375
Amount raised by fundraising	\$1000

**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: Participate in the Ethnic Celebration through the Lacey Parks Department at St. Martin's University. LMMSCA provides info. & activities for adults and children at this event. In addition, LMMSCA secures a Polish singing group, Vivat Musica!, who are immigrants from Poland to entertain at the celebration.  
Date of proposed activity: February 13, 2016  
Description of proposed activity: The Association hosts a booth to educate, recruit and advertise itself to the general public. We also have several hands on craft projects for children to participate in, i.e. making "Polish plates" and Polish folk art.
2. Name of proposed activity: Children's Day  
Date of proposed activity: October 1, 2016  
Description of proposed activity: Have a booth for educational purposes and awareness of the Association. Also, have the same, or similar activities for children to participate.

**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: \_\_\_\_\_  
SIGNATURE: Mary Kirker  
PRINTED NAME: MARY KIRKER \_\_\_\_\_  
DATE: 1-15-2016 \_\_\_\_\_

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:  
SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

**WORK PLAN DEADLINE:** JANUARY 15 - ANNUALLY  
**ADDRESS TO:** CITY OF LACEY  
PERI EDMONDS, DEPUTY CITY CLERK  
**MAILING ADDRESS:** 420 COLLEGE STREET SE, LACEY, WA 98503  
**PHONE:** 360.491.3214

**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	Monthly mtg	Reviewed annual budget, activities in process and those to be held later in the year.
TBD	<ul style="list-style-type: none"> <li>PACC-PNW mtg</li> </ul>	Paul Perz, board member of LMMSCA attended as a rep. of LMMSCA, the Polish American Chamber of Commerce, Pacific Northwest mtg. in Seattle.
1/20	<ul style="list-style-type: none"> <li>Fundraising for exchange to Poland</li> </ul>	Students selected from NTHS begin meetings (w/parents) to discuss their planned trip to Minsk Mazowiecki in Fall 2016. Also, begin fundraising activities to cover cost for the trip.
1/6	<ul style="list-style-type: none"> <li>Proposal for Chopin concert w/SPSCC</li> </ul>	Board met /official from South Puget Sound Community College to discuss viability of Chopin concert at SPSCC in March 2017.
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
2/3	Monthly mtg	Review expenditures, on-going activities as well as potential new activities.
2/1	<ul style="list-style-type: none"> <li>Community Relations &amp; Public Affairs Committee mtg</li> </ul>	Review work plan for 2015 accomplishments and proposed activities for 2016.
2/13	<ul style="list-style-type: none"> <li>Ethnic Celebration</li> </ul>	Host a booth w/educational material's about our sister city. Polish craft activities for children and vocal ensemble to perform at event.
TBD	<ul style="list-style-type: none"> <li>Fundraising for exchange to Poland</li> </ul>	On- going fund raising activities for students to be able to cover their expenses, including airfare to Minsk Maz.
On-going	<ul style="list-style-type: none"> <li>Proposal for Chopin concert w/SPSCC</li> </ul>	Continue to meet with LMMSCA board members and officials from So. Puget Sound CC for viability of Chopin concert in March 2017.
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
3/2	Monthly mtg	Monthly team building meeting and on- going activities.
TBD	<ul style="list-style-type: none"> <li>PACC-PNW mtg</li> </ul>	Paul Perz participate in meeting in Seattle.
On-going	<ul style="list-style-type: none"> <li>Fundraising for exchange to Poland</li> </ul>	Students will conduct fundraising activities to cover costs for trip to Poland.

APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
4/6	Monthly mtg	Monthly team building meeting and on-going activities.
On-going	Fundraising for exchange to Poland	Students will conduct fundraising activities to cover costs for trip to Poland.
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
5/4	<ul style="list-style-type: none"> <li>Monthly mtg</li> </ul>	Monthly team building meeting and on-going activities.
TBD	<ul style="list-style-type: none"> <li>PACC-PNW mtg</li> </ul>	Paul Perz to participate in meeting in Seattle, as LMMSCA rep.
On-going	<ul style="list-style-type: none"> <li>Fundraising for exchange to Poland</li> </ul>	Students will conduct fundraising activities to cover costs for trip to Poland.
JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
6/1	Monthly mtg	Monthly team building meeting and on-going activities.
On-going	Fundraising for exchange to Poland	Students will conduct fundraising activities to cover costs for trip to Poland.
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
7/6	Monthly mtg	Monthly team building meeting and on-going activities.
TBD	PACC-PNW mtg	Paul Perz participate in meeting in Seattle, as LMMSCA rep.
TBD	Fundraising for exchange to Poland	Purchase of airline tickets to Poland for students and chaperones.
7/9	So. Sound BBQ Festival	Have booth representing LMMSCA to educate and advertise the Association. Have craft activities for children in which they can participate.
TBD	Polish bazaar in Seattle	One or two representatives from LMMSCA participate in bazaar, to represent the Association. Also, to advertise to this wider audience, the existence of LMMSCA. Networking opportunities.
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
8/3	Monthly mtg	Monthly team building meeting and on-going activities.
On-going	Fundraising for exchange to Poland	Continue fundraising to purchase gifts for host families.
8/3	Lacey in Tune Concert	LMMSCA will have booth to advertise, educate and recruit new members.
SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
9/7	Monthly mtg	Monthly team building meeting and on-going activities.
TBD	PACC-PNW mtg	Paul Perz participate in meeting in Seattle, as LMMSCA rep.
On-going	Fundraising for exchange to Poland	Continue activities for fundraising to cover expenses for trip.
9/7	Begin recruitment for schools w/o borders	Begin work with NTSD to begin advertising for host families. Polish students will arrive Jan/Feb.

OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/5	Annual mtg	Election of new board members. Approval of new budget.
10/5	Monthly mtg	Election of new officers. Lay out plan for activities for coming year, including chairs for the varied activities.
On going	Continued recruitment for schools w/o borders	Continue recruitment of host families. Background checks, etc. conducted once families are selected.
10/1	Children's Day	Host a booth to educate and advertise Association. Have Polish style craft activities for children.
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/2	Monthly mtg	Monthly team building meeting and refinement of on-going activities.
TBD	PACC-PNW mtg	Paul Perz will participate in meeting in Seattle as rep. for LMMSCA.
On going	Continued activity for schools w/o borders	Prepare required paperwork for host families, including host student.
DECEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/7	Monthly mtg	Monthly team building meeting and on-going activities.
On going	Continued activity for schools w/o borders	Prepare required paperwork for Polish students who will come in January/February 2017.



## 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 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 Minsk Mazowiecki Sister City Association ("ASSOCIATION")  
**SISTER CITY:** Minsk Mazowiecki, Poland  
**REPORTING YEAR:** 2015

- What was the date of the Association's Annual Meeting: 10/7/15
- List the number of members (dues paying) for the reporting year: 15  
*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>
Ethnic Celebration	500
Music in the Park	150

- 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: \_\_\_\_\_  
 SIGNATURE: Mary E Kirker  
 PRINTED NAME: MARY E KIRKER  
 DATE SUBMITTED: 1-15-2016

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:  
 SIGNATURE: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**ANNUAL REPORT DEADLINE:** JANUARY 15  
**ADDRESS TO:** CITY OF LACEY  
 PERI EDMONDS, DEPUTY CITY CLERK  
**MAILING ADDRESS:** 420 COLLEGE STREET SE, LACEY, WA 98503  
**PHONE:** 360.491.3214

December 2015  
Expenditure Report

Immsca expenditures 2015 (5)

<b>Amended 12/2/15</b>	<b>Budget</b>	<b>Dec 15</b>	<b>YTD</b>
<b>REVENUE</b>			
Dues/Membership	\$400		\$610.00
Fund Raising			
Fall Student Exchange to MM-2016			
City of Lacey	\$2,200	\$158.68	\$1,050.42
Unrestricted Gifts	\$50		
Restricted Gifts	\$1,000		
Interest-Savings	\$3	\$0.11	\$1.20
Grants	\$1,115		\$1,000.00
Transfer from Savings			\$284.93
<b>Total</b>	<b>\$4,768</b>	<b>\$158.79</b>	<b>\$2,661.62</b>
<b>OPERATING EXPENSES</b>			
P. O. Box Rental	\$85		\$82.00
Postage	\$50		\$9.80
Liability Insurance	\$600		
Licenses and fees	\$30		\$10.00
Office Supplies	\$200	\$158.68	\$318.01
Advertising/ web site	\$100	\$518.95	\$518.95
Printing	\$310		\$117.60
Memberships/Polish Chamber	\$150		\$150.00
Training/workshops	100		
<b>Subtotal</b>	<b>\$1,625</b>	<b>\$677.63</b>	<b>\$1,206.36</b>
<b>EVENTS/EXPENSES</b>			
MM Student-Teacher exchange-2015	\$600		\$676.30
Lacey Community Market	\$100		
Fall Student Exchange to MM-2016			
Ethnic Celebration	\$200		\$220.19
<b>Subtotal</b>	<b>\$900</b>	<b>\$0.00</b>	<b>\$896.49</b>
<b>Total Expenses</b>	<b>\$2,525</b>	<b>\$677.63</b>	<b>\$2,102.85</b>
<b>Net Cash Flow</b>		<b>-\$518.84</b>	<b>\$558.77</b>
Checking balance			\$2,984.36
Savings balance			\$4,166.36

**NOTES:** 1572. 29=balance in City of Lacey allocation  
**Enterprise Grants:** total balance=1115.07 in savings (2 grants)  
**Panorama Grant=**1000 in savings to host foreign dignitaries  
**REVENUE:**158.68 reimbursement from city for Office Supplies (ink)  
**EXPENSES:** 158.68 Office Supplies; 518.95 Advertising; 131.68=banner;  
231.27=pens; 156.00=flag pins

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

JANUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
1/7	Monthly mtg	Work on logistics with NTSD re: Polish students and varied activities related to their stay in Lacey. Review annual budget and activities in process and those later in year.
1/16	School w/o borders	Participate in activities with Polish students and host families. Students arrive 1/16/15. In addition to attending NTSD schools, the students will also participate in civic, cultural and educational activities. LMMSCA provides a welcome and farewell meals for and with, the host family and invited guests.
1/31	Application/Grant	The Association applied for and received a grant from Enterprise Holding, which in part, is being used to offset cost of educational activities. Grant money was received in May.
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
2/2	Community Relations and Public Affairs Committee mtg	Review work plan for 2014 and accomplishments and proposed activities for 2015.
2/4	Farewell dinner	Farewell dinner for Polish students, chaperones and host families. Entertainment provided by Polish students.
2/6		Continue to participate in activities with Polish students and host families. Students and chaperone depart for Poland 2/6.
2/11	Monthly meeting	Debrief of exchange program. Continues planning for Ethnic Celebration. Monitored budget and activities.
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
3/4	Monthly meeting	Debrief on this year's exchange. Monthly team building meeting and ongoing activities.
3/7	Ethnic Celebration	Ethnic Celebration at St. Martin's University. LMMSCA hosted educational and activity booth. Vivat Musica, Polish group from the Seattle area will perform at the Celebration.
APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
4/1	Monthly meeting	Monthly team building meeting and on going activities.
NA	PACC-PNW mtg	Paul Perz, LMMSCA board member, serves as LMMSCA representative at these meetings. Establishes network and community relationship between Lacey (LMMSCA) and greater Seattle Polish community.
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
5/6	Monthly meeting	Monthly team building meeting and on going activities.
NA	Chopin concert	Begin investigation hosting a Chopin piano concert in 2017 in conjunction with South Puget Sound Community College.
NA	PACC-PNW mtg	Paul Perz, LMMSCA member, attended as Association rep.

JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
6/3	Monthly meeting	Monthly team building meeting and on going activities.
NA	Chopin concert	Continued investigation of feasibility of host Chopin concert.
NA	PACC-PNW mtg	Paul Perz, LMMSCA member, attended as Association rep.
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
7/1	Monthly meeting	Monthly team building meeting and on going activities.
7/11	Lacey Days/BBQ Fest	Members of LMMSCA host a booth to promote membership and educate those interested in Lacey's sister city program. Representatives from LMMSCA participated in the greater Seattle Polish bazaar; building relationships between Seattle and Lacey.
7/11	Polish bazaar in Seattle	
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
8/8	Monthly meeting	Monthly team building meeting and on going activities.
8/5	Lacey in Tune	Members of LMMSCA host a booth to promote membership and educate those interested in Lacey's sister city program.
NA	PACC-PNW mtg	Paul Perz, LMMSCA member attended as Association rep.
SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
9/1	Monthly meeting	Monthly team building meeting and on going activities.
NA	PACC-PNW	Paul Perz, LMMSCA member, attended as Association rep.
OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/7	Annual meeting	Election of new board members. Approval of budget.
10/7	Monthly meeting	Election of officers. Determined activities for the year, and the chair of each activity.
10/19	Career Fair	Booth at Timberline High School to begin advertising for potential student candidates to go to Poland in Fall 2016.
10/3	Children's Day	Members of LMMSCA host a booth to promote membership and educate those interested in Lacey's sister city program.
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/4	Monthly meeting	Monthly team building meeting and on going activities.
On going	Fall exchange	Begin planning of interviews of prospective students who will apply for trip to Poland. Advertise in NTSD high school for student applicants.
DECEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/2	Monthly meeting	Monthly team building meeting and on going activities.
On going	Fall 2016 exchange	Recruitment of host families, planning of activities w/MiLa, when American students go to Poland. Conducted interviews of student applicant desiring to go to Poland.

RESOLUTION NO. 941

CITY OF LACEY

**A RESOLUTION** supporting the City of Lacey establishing a Sister City Program and adopting policies for the formation of citizen Sister City Associations.

**WHEREAS**, the citizens of Lacey have demonstrated a desire to learn more about the people of other communities throughout the world and enhance international communication and understanding; and

**WHEREAS**, the citizens of Lacey wish to encourage educational, cultural, athletic, trade, business, technology, and governmental exchanges to help acquaint themselves with the diverse peoples of the world; and

**WHEREAS**, the Lacey City Council is desirous of providing Lacey citizens with opportunities to give service to and derive benefit from community projects of international scope; and

**WHEREAS**, the Lacey City Council wishes to encourage international good will, trade, and tourism between Lacey and its sister cities; and

**WHEREAS**, Lacey's sister cities should be carefully selected to ensure that these special relationships will be sustainable, enhance cultural awareness, and improve relations among citizens of the world; and

**WHEREAS**, sister city relationships should be based upon common interests and characteristics important to both Lacey and sister cities established under the Lacey Sister City Program; and

**WHEREAS**, the City of Lacey pledges its support to the community with the creation of a Lacey Sister City Program.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Lacey, Washington, as follows:

## **SECTION 1: OBJECTIVES OF THE LACEY SISTER CITY PROGRAM**

The development of the Lacey Sister City Program should serve the following objectives:

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

## **SECTION 2: CRITERIA AND PROCEDURES FOR CREATING A SISTER CITY**

1. Proponents advocating a new sister city affiliation shall present documentation to the Community Relations Committee of the Lacey City Council indicating why a prospective sister city is being proposed, and how Lacey citizens will benefit from the opportunity to participate in exchanges to broaden their understanding of the world's cultural, political, and social diversity.
2. Prior to the submittal of a prospective sister city to the Community Relations Committee, and in order to ensure a sister city relationship that best meets the program's goals, the proponents will consider the following:
  - Population, geographic location, and demographics
  - Business, trade, and tourism
  - Local population representative of sister city
  - Existing linkages (e.g. University exchanges, business, cultural, and social organization ties, etc.)
  - The proposed sister city should have community support showing willingness to participate in the program
  - Accessibility and transportation
  - Humanitarian interests
  - Economic factors
  - Languages spoken; Official language

- Major industries, educational institutions, social organizations, business vitality, and diversity
  - Form of government
  - History of diplomatic relations and the present degree of cooperation between the United States and foreign country
3. The Community Relations Committee will advise the Lacey City Council whether the specified criteria for affiliation have been met. They will forward their recommendation to the Lacey City Council for final action.
  4. Upon acceptance of the prospective "Sister City" by the Lacey City Council, the elected bodies of both the City of Lacey and the proposed sister city affiliation shall adopt a resolution formalizing the sister city relationship.
  5. After adoption of the resolution by the Lacey City Council formally recognizing the sister city relationship, proponents of the newly established sister city will form a Lacey Sister City Association, non-profit corporation, as prescribed in Section 3 of this Resolution.

**SECTION 3: ROLES AND RESPONSIBILITIES OF THE LACEY SISTER CITY ASSOCIATION**

1. A Lacey Sister City Association shall have a formal incorporated structure in accordance with Washington State Law governing non-profit incorporations and 501(c)3 non-profit organization status with the Internal Revenue Service. The Lacey Sister City Association will incorporate within twelve months of formal acceptance of their established sister city affiliation by the Lacey City Council;
2. A Lacey Sister City Association shall have established by-laws outlining annual or bi-annual election of officers and board members, appropriate functional subcommittees, and dues structure;
3. The formal name of a Lacey Sister City Association shall be "Lacey- (full city name) Sister City Association".
4. A Lacey Sister City Association shall present a work plan and budget to the Community Relations Committee for the twelve-month period following the request for formal affiliation showing how their activities will further the objectives of the Lacey Sister City Program;

5. Each Lacey Sister City Association shall submit to the Community Relations Committee a work plan on an annual basis outlining activities, exchanges, and events for a twelve month period; a budget identifying all revenues and expenditures for the calendar year, and a formal request for funds, if any, from the City of Lacey. The work plan will demonstrate how the Association will meet the requirements of Section 3 and how its activities support the sister city relationship;
6. A Lacey Sister City Association must also demonstrate public support for its affiliation with the established sister city and the Association's activities. A minimum of twenty-five dues paying members for the Association or extensive public participation in Association activities or events will be used to gauge public support.
7. A Lacey Sister City Association must hold an annual meeting that includes election of officers and a board of directors. Such meetings must be open to the public. A written announcement and invitation of the meeting and agenda must be sent at least two weeks in advance to all members of the Association, the Lacey City Council, and the City Manager's Office.
8. A Lacey Sister City Association must sponsor at least two program activities annually, in addition to the annual meeting. Such activities might include an informal gathering or discussion focused on education or culture, participation at a public local event or exhibit, an exchange program or delegation with the counterpart city abroad. These programs must be open to the public and written announcements or invitations must be sent to all members of the Association, the Lacey City Council, and the City Manager's Office.
9. The City of Lacey recognizes an active sister city association is essential to the vitality and success of the Lacey Sister City Program. The City expects that each Lacey Sister City Association, established under this Resolution, to support friendship and sister city relationships by:
  - a. Establishing and maintaining positive relationships with its counterpart association.
  - b. Developing the resources needed to support the work program and continued relationships.

- c. Linking organizations, people, businesses, and institutions in Lacey with the sister city.
  - d. Conducting fund-raising and providing in-kind support to sustain the Association.
  - e. Informing, educating, and engaging the community in opportunities to learn and participate in the sister city relationships.
  - f. Planning, organizing, and implementing bi-lateral exchanges and formal visits.
  - g. Communicating with the City about opportunities for involvement.
10. A Lacey Sister City Association shall annually report to the Community Relations Committee on the status of their sister city relationship including a review of accomplishments and successes of the program, events and activities, bi-lateral exchanges that occurred in the past twelve months, and a summary of expenditures since the last report. The Community Relations Committee may provide input on additional plans and activities.
11. To ensure that the Lacey Sister City Program is conducted in a manner consistent with public interest and in accordance with the laws of the State of Washington and the City of Lacey Policies and Procedures, the following guidelines are hereby established:
- a. Official gifts received by an Association on behalf of the City of Lacey in the course of sister city activities will be the sole property of the City. The City will maintain such gifts and will from time to time display them in an appropriate public setting.
  - b. Association expenditures and encumbrances shall not exceed available revenues.
  - c. City funds allocated in support of an Association's program of work shall be spent strictly in support of the sister city relationships and shall not be used for personal benefit or advantage.
  - d. City funds may be used in support of operating expenses, promotion and communication efforts, 501(c)(3) reporting expenses, and exchange events. City funds may not be used for gifts, travel, alcohol, hotel/motel accommodations, 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.

- e. Association Directors and members shall conduct themselves in a manner that reflects positively on the City and the Association, and in a manner that furthers the goals and objectives of the Lacey Sister City Program.
12. If a Lacey Sister City Association is unable to meet the roles and responsibilities in this section for two consecutive years, the Community Relations Committee will grant an additional two years to the Association in order to meet the requirements of the Lacey Sister City Program. If the Association is still unable to meet the responsibilities of this section, the Community Relations Committee will recommend a course of action to the Lacey City Council, including termination of the formal Sister City relationship.
13. If the Lacey City Council chooses to terminate the formal sister city relationship, the City of Lacey and Lacey Sister City Association will notify the sister city of the dissolution.
14. Upon final action of the Lacey City Council to terminate the formal sister city relationship, the Board of Directors of the Lacey Sister City Association shall take the necessary actions to dissolve the Association in accordance with adopted by-laws and the requirements of the State of Washington.

#### **SECTION 4: ROLES AND RESPONSIBILITIES OF THE CITY OF LACEY**

1. The City will support Lacey Sister City Associations' efforts through general promotion, scheduling the Lacey City Council and staff attendance at local exchanges, visits by delegations, participation in special events, and providing meeting room space for Association business.
2. Through the Lacey Sister City Program, the City carries out a fundamental government purpose of providing social, cultural, humanitarian, trade, tourism, educational, and related services. The City may, therefore, expend such funds as it deems necessary and appropriate to support the proper functioning of the Lacey Sister City Program as identified in Section 1 and 3.
3. The City will make available funds on a reimbursement basis in support of each Lacey Sister City Association established under the Resolution. Funds shall be applied for each year along with a

proposed budget and a program of work outlining the Association activities.

4. The Community Relations Committee shall have the authority to review and approve each application and will report their actions to the full Lacey City Council.
5. On an annual basis, each member of the Community Relations Committee will participate in a planned activity or attend a regular meeting of each Association created under the Lacey Sister City Program. If any member of the Community Relations Committee cannot participate, a Lacey City Council member or designee from the City Manager's Office may attend in their place.
6. The City of Lacey will establish a Community Resource Group made up of representatives from, but not limited to, the Lacey City Manager's Office, local educational institutions, chamber of commerce groups, and the Thurston County Economic Development Council. The Community Resource Group will be available to Lacey Sister City Associations to assist Associations in their effort to create educational opportunities, businesses and trade connections, cultural events, and exchanges.
7. The City of Lacey supports the establishment of a Lacey Sister City Program, the formation of Lacey Sister City Associations, and the establishment of objectives and criteria for the selection of sister cities. Notwithstanding the criteria outlined within this Resolution, the approval of a sister city affiliation may be limited, as the Lacey City Council may deem appropriate.
8. The City of Lacey may also terminate a Lacey Sister City Association based on the recommendation and advice from the Community Relations Committee or for cause.

#### **SECTION 5: PRIOR RESOLUTIONS**

The provisions of Resolutions 870 and 891 are superseded by this Resolution and therefore such prior Resolutions are repealed.

**ADOPTED by the Lacey City Council, this 25<sup>th</sup> day of September, 2008.**

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney