

# **CITY OF LACEY**

## **CITY COUNCIL POLICIES-PROCEDURES MANUAL**

Lacey City Hall  
420 College Street SE  
Lacey WA 98503  
360.491.3214

# Table of Contents

FOREWORD .....	4
CHAPTER 1 .....	5
<b>Introduction and Overview .....</b>	<b>5</b>
1.01 Council Manager Form of Government.....	6
1.02 Interpersonal Standards, Protocols, and Ground Rules .....	6
1.03 Overview of Key City Documents.....	7
CHAPTER 2 .....	10
<b>City Council: General Powers and Responsibilities .....</b>	<b>10</b>
2.01 Eligibility for Office.....	10
2.02 Elections – Terms of elective officers .....	10
2.03 Lacey City Council: General Powers and Responsibilities .....	10
2.04 Role of Mayor and Deputy Mayor .....	12
2.05 Incompatibility of Offices .....	12
2.06 Election of Officers .....	13
2.07 Absence of Mayor .....	13
2.08 Council Attendance .....	13
2.09 Council Vacancy .....	13
2.10 New Councilmember Orientation .....	15
2.11 Appointment and Role of City Manager .....	15
2.12 Council Committees and Intergovernmental Boards & Commissions .....	16
2.13 Advisory Boards and Commissions .....	17
CHAPTER 3 .....	22
<b>Administrative Support to the City Council .....</b>	<b>22</b>
3.01 Staff/Clerical Support .....	22
3.02 Office Equipment.....	22
3.03 Information Technology.....	22
3.04 Meeting Rooms .....	22
3.05 Mail and Deliveries .....	22
CHAPTER 4 .....	23
<b>Financial Matters .....</b>	<b>23</b>
4.01 Budget.....	23
4.02 Council Compensation .....	23
4.03 Financial Disclosure .....	24
4.04 Council Professional Development and Training .....	24
4.05 Gift of Public Funds .....	24
4.06 Fiscal Policies.....	24
CHAPTER 5 .....	25
<b>Communications .....</b>	<b>25</b>
5.01 Council Correspondence.....	25

5.02	Public Communication .....	25
5.03	Public Notices and Legal Publications .....	25
5.04	Press Releases .....	26
5.05	City Website .....	26
5.06	Requesting Council Resolution on Public Issues .....	26
5.07	Proclamations.....	26
5.08	Public Records Act .....	26
5.09	Social Media.....	27
CHAPTER 6 .....		28
<b>Interaction with City Staff/Officials .....</b>		<b>28</b>
6.01	City Council Non-participation in Administration .....	28
6.02	City Council/City Manager Relationship.....	28
6.03	City Council/City Attorney Relationship .....	28
6.04	Council Roles and Information Flow .....	29
6.05	Dissemination of Information.....	29
6.06	Staff Relationship to Advisory Bodies .....	30
CHAPTER 7 .....		31
<b>City Council Meetings.....</b>		<b>31</b>
7.01	Meetings.....	31
7.02	Public Notice of Meetings and Hearings .....	32
7.03	Special Meetings .....	32
7.04	Executive Session .....	32
7.05	Agenda Development.....	33
7.06	Order of Business .....	34
7.07	Audio and Televised Recordings of Meetings.....	36
7.08	General Procedures .....	37
7.09	Open Public Meeting Act.....	38
CHAPTER 8 .....		39
<b>Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials .....</b>		<b>39</b>
8.01	Conflicts of Interest .....	39
8.02	Liability .....	41
CHAPTER 9 .....		42
<b>Parliamentary Procedures.....</b>		<b>42</b>
9.01	Order of Discussion.....	42
9.02	Obtaining the Floor.....	42
9.03	Questions to Staff.....	42
9.04	Interruptions .....	42
9.05	Discussion Limit .....	43
9.06	Basic Steps to Conducting Business .....	43
9.07	Making a Motion.....	43
9.08	Seconding a Motion .....	44
9.09	Stating the Question.....	44
9.10	Amendment of the Main Motion .....	44
9.11	Postponement of Business .....	45
9.12	Voting Procedures.....	45
9.13	Right of Protest.....	46
9.14	Parliamentarian .....	46

CHAPTER 10 ..... 47

**Miscellaneous Council Policies.....47**

- 10.01 Appointments to Council Advisory Boards and Commissions ..... 47
- 10.02 Allocation of Annual City Council Travel and Training Budget ..... 50
- 10.03 Organization and Procedures of City Council ..... 51
- 10.04 Requesting Council Resolution on Public Issues..... 54
- 10.05 Reviewing Public Requests for Proclamations ..... 56
- 10.06 Guidelines for Editorial Board Meeting ..... 57
- 10.07 Guidelines for Use of Washington Center..... 58
- 10.08 Waiver of Building Permit and Construction Related Fees..... 60
- 10.09 Public Art Policy ..... 62
- 10.10 Youth Representation on Council Advisory Boards & Commissions..... 64
- 10.11 Water Utility System..... 65
- 10.12 Spirit of Lacey Award ..... 67
- 10.13 Annexation Policy..... 69

# FOREWORD

The Council Policies-Procedures Manual provides a standardized process for implementing current and new Council practices, procedures and policies. The intent is to provide a comprehensive resource book for Council actions and practices.

Copies of the document are available in the Council Workroom and posted on the City's website.

The General Government Committee will review and revise the Council Policies-Procedures Manual annually, or as needed.

---

## **Lacey City Council Policies-Procedures Manual**

Approved: June 9, 2011  
Amended: May 9, 2013  
June 25, 2015

# CHAPTER 1

## Introduction and Overview

### Municipal Code City

The City of Lacey was incorporated in December 1966 and is designated as an optional municipal code city. The optional municipal code, [RCW 35A](#), was devised as an alternative to the existing statutory system of municipal government in Washington. The basic objective of the code was to increase the abilities of cities to cope with complex urban problems provided by broad statutory home rule authority in matters of local concern to all municipalities, regardless of population.

Under the optional municipal code, cities may take any action on matters of local concern so long as that action is neither prohibited by the State Constitution nor in conflict with the general law of the state. The powers granted to code cities includes all the powers granted to any other class of city in any existing or future legislative enactment, unless the legislature specifically makes a statute inapplicable to code cities.

### City of Lacey Mission Statement

The City has adopted a Mission Statement that guides the actions of the organization, defines the City's overall goals, provides a sense of direction and purpose, and guides decision-making.

*Quality Service  
Community Leadership  
Innovation in Local Government*

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

### City of Lacey Vision Themes

In 1990, the City of Lacey developed eight guiding themes to implement the City's vision.

- Environmental Stewardship
- A Vibrant Place to Live, Work and Play
- Coordinated and Collaborative Planning
- Excellence in Programs and Services
- An Engaged Community
- Quality Transportation and Utility Infrastructure
- A Safe and Secure Community
- Financial Stewardship and Accountability

## Organizational Values

The City of Lacey has adopted a set of core values that guide the organization, its behavior, beliefs and performance.

- Integrity
- Productivity
- Stewardship
- Empathy
- Leadership
- Collaboration
- Service
- Professionalism
- Innovation
- Diversity
- Accountability
- Honesty

### 1.01 Council Manager Form of Government

The City of Lacey is a Council-Manager form of government ([RCW 35A.13](#)). The City Council is the elected governing body of the City. The City Council is comprised of seven members elected at large by its citizens each serving four year staggered terms. The City Council is a non-partisan body and represents all residents within city limits. In a Council/Manager form of government, all legislative and policy-making powers are vested in the City Council. Councilmember's act as the City's legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees.

By statute, the Mayor is selected by the City Council from among its members. The Mayor's responsibilities are primarily to preside at council meetings, and act as head of the City for ceremonial purposes and for purposes of military law. The Mayor votes as a councilmember and does not have any veto power. The Mayor and Deputy Mayor are elected by their Council peers every two years.

The Council appoints a professionally-trained and experienced public administrator, the City Manager, who implements the goals, policies and vision of the City Council as chief administrative officer of the City.

### 1.02 Interpersonal Standards, Protocols, and Ground Rules

The City Council values a positive and productive working relationship amongst itself and with neighboring colleagues, City staff, and the general public. Toward that end, the Council has adopted a set of interpersonal standards, operating protocols, and ground rules to foster and promote collaborative, respectful, and healthy working relationships as follows:

- Always conduct oneself in a professional, courteous, and respectful manner
- Never compromise your personal integrity or the honor and good faith of the City
- Do not criticize in public – issues should be addressed in private when possible
- Listen attentively - avoid interrupting – be respectful even with those you disagree
- Do not act as a committee of one – governing a city requires a team effort
- Remember, we represent all of the people, not a select few interests
- Arrive on time - be prepared for meetings – read and study your materials
- Avoid engaging in debates with the public or individual citizens
- Avoid texting, e-mailing, making or receiving calls during meetings
- Strive for consensus as an operating goal

- Always be respectful of one another, the public, city staff
- Be open, honest and diplomatic when communicating
- Accept constructive input and feedback
- Return calls and respond to inquiries in a timely manner
- Don't spring surprises on colleagues and staff, especially at formal meetings – notify others of issues and concerns ahead of time
- Respect and support decisions of the majority of Council
- Make decisions on the basis of public policy and be consistent
- Don't be misled by the strong demands of special interest groups – find the long term public interest of the community as a whole
- Don't rush to judgment – seek out the facts before drawing quick conclusions
- Don't give quick answers when you are not sure
- Don't make promises you cannot deliver – many decisions and actions require the approval of the governing body or must be consistent with adopted policy
- Be respectful of differences - accept disagreements - vote and move on
- Participate in official meetings with the dignity and decorum fitting of those who hold a position of public trust
- Don't be afraid to ask questions – it is one of the best ways to learn
- Vote yes or no on motions. Don't abstain, except when you have a conflict of interest
- Respect the letter and the intent of the open meetings law
- Don't bypass the system. Stick to policy and avoid personal involvement in the day-to-day operations of the City
- Be friendly and deal effectively with the news media – make sure what you say is what you mean
- Know your neighbors – get to know the officials of neighboring jurisdictions
- Never allow conflicts of interest to arise between your public duties and your private interests
- Do not personally criticize other Council members who vote against or disagree with you

### 1.03 Overview of Key City Documents

The following is a summary of some of the key documents that establish City Council direction. Many other laws, regulations, plans and documents bind the City Council to specific actions and practices.

#### [Lacey Municipal Code \(LMC\)](#)

The municipal code contains laws and regulations adopted by ordinances. [LMC Chapter 2.56](#), Administration & Personnel, defines the role of Mayor, Deputy Mayor and Council, and describes the organization of City Council meetings, and responsibilities and appointment of City staff positions and advisory boards and commissions. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues. The municipal code is available in the Council workroom, and on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) (Lacey Municipal Code).

#### [Personnel Policies and Procedures Handbook](#)

The Personnel Policies and Procedures Handbook provide operating rules and requirements for employees, including compensation, benefits, hiring, and supervision. A copy of the Personnel Policies and Procedures Handbook is located in the Council workroom.

### *Revised Code of Washington (RCW)*

State laws contain many requirements for the operation of city government and the administration of meetings of city councils throughout the state. The City of Lacey is a Code City and is governed by [RCW 35.A.13](#). The [Washington Administrative Code](#) (WAC) outlines procedures for implementing state laws set forth in the RCW. Copies of both the RCW and WAC are available in the City Hall Council/Staff Reference Library.

### *Annual Budget*

The annual budget promotes fiscal prudence while maintaining all service levels, and funding for important capital improvement projects. The budget is the foundation, upon which the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations. The City Manager prepares and submits to the Council a proposed budget for its approval and adoption. The budget is available in the Council workroom and on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) (Reports & Plans-Library).

### *Comprehensive Plan*

State law mandates that each municipality develops and implements a Comprehensive Land Use Plan to address its long-range planning needs. Elements of the plan include land use, transportation, economic development, water, wastewater, parks, utilities, and housing. State law requires updates every six years, although sections of the plan may be revised more frequently, as needed. The Comprehensive Plan is located on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) (Reports & Plans-Library).

### *Development Guidelines and Public Works Standards*

This document is a supplement to the WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction as adopted by [LMC 14.20.10](#). While these infrastructure construction standards apply to all projects within the City limits, they are also intended to be used in applicable circumstances when the City's service areas, annexation areas or planning areas extend outside its City limits. These standards are minimum standards and are intended to assist, but not substitute for competent work by engineering and design professionals. Special conditions or environmental constraints may require a more stringent design than would normally be required under these Standards. The Development Guidelines and Public Works Standards are located on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) (Reports & Plans-Library).

### *Six-Year Capital Improvement Plan*

The Six-Year Capital Improvement Plan serves as a guide for determining priorities, planning, financing and constructing capital projects which improve the physical infrastructure, capital assets, or productive capacity of City services. A copy of the Capital Improvement Plan is located on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) (Reports & Plans- Library).

### *Comprehensive Emergency Management Plan (CEMP)*

The City maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Mayor is called upon to declare the emergency, and the City coordinates emergency efforts with a regional county team. A copy of the plan is available through the City Clerk's office.

### Shoreline Master Plan

The City's Shoreline Master Plan regulates the development and use of shorelines within City boundaries in compliance with [RCW 90.58](#). No land use, or water alterations, or development can occur within the jurisdiction of the Shoreline Management Act without first obtaining a permit. Permit processes and fees related to implementation of this Shoreline Master Program (SMP) are contained within the City's Development Guidelines and Public Works Standards. A draft of the Shoreline Master Plan is located on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) (Reports & Plans-Library).

# CHAPTER 2

## City Council: General Powers and Responsibilities

### Overview

The powers of the City Council are to be used for the benefit of the community and its residents to provide for the health, safety and general welfare of its citizens. The City of Lacey values personal honesty and integrity, open and accessible government, fiscal responsibility, fair treatment of individuals and commitment to customer service.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. Although the Mayor has additional ceremonial and presiding officer responsibilities, all members are equal when establishing policies, voting and performing their Council duties.

Policy is established by a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority binds the Council to a course of action. Councilmember's should respect the decision of the majority and are expected to follow adopted Council rules, policies and protocols.

It is the City Manager's responsibility to ensure the policy of the Council is enacted. Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Councilmembers who held a minority opinion on an issue.

### 2.01 Eligibility for Office

In order to be eligible to hold elective office as a Councilmember, a citizen must be a registered voter of the City at the time of filing their declaration of candidacy and have been a resident of the City for a period of at least one year preceding the election ([RCW 35A.12.030](#)).

### 2.02 Elections – Terms of elective officers

The seven member Council is elected at biennial municipal elections by majority vote from the City at large. They serve four-year staggered terms. The Council is a non-partisan body and represents all residents within City limits ([RCW 35A.12.040](#)).

### 2.03 Lacey City Council: General Powers and Responsibilities

#### Council and Administration

Councilmember's act as the legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint citizen boards, commissions, and committees ([RCW 35A.13.230](#)). The City Manager and staff is the executive/administrative branch. In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, members of City Council refrain from becoming directly involved in the administrative activities of the City.

Except for the purpose of inquiry, the Council should communicate with City staff primarily through the City Manager, and neither the Council nor any committee member shall give orders to any staff member without the City Manager's authorization. The City Manager may choose to establish formal or informal norms for routine Council-staff interaction and staff

support of Council committees. In addition, Council can fully and freely discuss with the City Manager in open session anything pertaining to appointments and removals of City staff and City affairs.

#### Non-Participation in Judicial Matters

The City of Lacey contracts for court services with the Thurston County Superior Court. The City Manager, City Council and staff may not interfere with judicial processes or decisions. The City Council has no policy direction over judicial matters.

#### Role of Councilmember's

- *Establish Policy*
  - Adopt goals and objectives
  - Establish priorities for public services
  - Approve/amend the operating and capital budgets
  - Approve intergovernmental agreements and certain contracts
  - Adopt resolutions
- *Enact Local Laws*
  - Adopt ordinances
- *Appoint and Supervise Officials*
  - Appoint City Manager ([RCW 35A.13.050](#))
  - Evaluate performance of City Manager
  - Appoint Hearings Examiner ([LMC 2.30.020](#))
  - Establish advisory boards and commissions ([LMC 2.32](#), [2.42](#), [2.44](#), [2.46](#))
  - Make appointments to advisory boards and commissions ([RCW 35A.13.080](#))
  - Provide direction to advisory bodies
- Decide *Council appointments* to Committees and Intergovernmental Boards and Commissions
- Call *Special Election* when necessary

#### Council's Role in the Community

- Provide Public Leadership
- Represent constituents to promote representative governance
- Mediate conflicting interests while building a consensus
- Communicate the City's vision and goals to constituents
- Represent the City's interest at regional, county, state and federal levels
- Decision Making
- Analyze problems/issues
- Review alternatives/solutions
- Determine best course of public policy

#### Representation on Council Committees

The Lacey City Council has established six standing committees by City ordinance:

- Community Relations & Public Affairs Committee
- Finance & Economic Development Committee
- General Government & Public Safety Committee
- Land Use Committee
- Transportation Committee
- Utilities Committee

Three Councilmember's serve on each committee, and are appointed by the Mayor with the consent of Council. The Chair of each committee is elected by its committee members, and presides over the meeting. Each committee member has equal representation on their respective committee.

Council ad hoc committees are created by vote of the Council and consistent with Robert's Rules of Order.

#### Committee Recommendations

Council committee recommendations are presented to the full Council by the respective Committee Chair. Normally, the committee chair reports on committee recommendations during a regular Council meeting under Standing General Committee Reports. If an item does not have a majority recommendation from the committee, or needs further discussion, it is forwarded to a Council worksession.

#### Non-Committee Member Attendance at Committee Meetings

In compliance with the Open Public Meetings Act, if a fourth Councilmember decides to attend a committee meeting, he/she should notify the City Manager's office in a timely manner in order for the meeting to be noticed appropriately. Where a fourth Councilmember attends, and proper public notice has not been provided, the fourth member should refrain from participating at the meeting and must sit in seating provided for the public.

#### 2.04 Role of Mayor and Deputy Mayor

The chair of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon him or her as Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The Mayor shall be recognized as the head of the City for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties. ([RCW 35A.13.035](#); [LMC 2.09.005](#).)

The Council has authorized the Mayor to sign, on behalf of the Council, proclamations which are non-controversial in nature and comply with Council policy on proclamations.

The Deputy Mayor shall serve as Mayor in the absence of or temporary disability of the Mayor and shall have all the powers of the Mayor when serving. In addition to the powers conferred upon him or her as Deputy Mayor, he or she shall continue to have all the rights, privileges and immunities of a member of the Council ([RCW 35A.13.035](#); [LMC 2.09.005](#)).

Biennially, at the first meeting of the New Year, the Council, by majority vote, shall choose a Mayor and a Deputy Mayor.

#### 2.05 Incompatibility of Offices

There are certain restrictions on a Councilmember holding any other public office or employment within City government. [RCW 35A.12.030](#) provides that a Mayor or Councilmember cannot hold other public office or employment within City government unless permitted under the code of ethics for municipal officers ([RCW 42.23](#)). Councilmember's can serve as volunteer fire-fighters or reserve law enforcement officers if authorized by resolution by a two-thirds vote of the full council.

## 2.06 Election of Officers

Prior to the election of officers, all newly-elected members of Council will be administered the oath of office by the City Attorney or a judge. Once sworn in, the full Council will proceed with the election of officers ([RCW 35A.13.035](#)).

- If there is no sitting Mayor, prior to the election of the new mayor, Council shall nominate and elect an interim chair from among its members.
- In such case, the interim chair will conduct the election of the Mayor.
- Nominations will be called for.
- Each member of the Council will be permitted to nominate one person, and nominations will not require a second.
- A nominee who wishes to decline the nomination will announce this at time of their nomination.
- Nominations are then closed.
- Election will be by voice ballot for each candidate.
- The City Clerk will record into the minutes of the meeting the manner in which each vote was cast.
- A nominee must receive a majority vote of the members present in order to be elected.
- The newly elected Mayor will chair the nominations and election of the Deputy Mayor.
- The same nomination and election process will be followed to elect the Deputy Mayor.

If the Mayor or Deputy Mayor resigns, the City Council will appoint a new Mayor or Deputy Mayor, following the same procedure.

## 2.07 Absence of Mayor

In the absence of the Mayor, the Deputy Mayor shall perform the duties of the mayor. In the absence of both the Mayor and Deputy Mayor, the Council shall, by majority vote, elect a chairperson to preside over the meetings of the Council, using the following procedure:

- The senior Councilmember convenes the meeting and announces that the Mayor and Deputy Mayor have excused absences and will not be in attendance that evening.
- Indicate that the Council officially needs to select a chair to run the meeting and be authorized to sign any proclamations, resolutions, or ordinance to be acted on that evening.
- Call for a nomination(s) from the City Council. No second is required.
- Call for a vote on the nomination(s) and announce the result.
- The Councilmember elected presides over the meeting.

## 2.08 Council Attendance

At the beginning of each Council meeting, the Mayor will excuse any Councilmember who has contacted the Mayor or City Manager's office prior to the meeting to notify them of their absence. A council position shall become vacant if a Councilmember fails to attend three consecutive regular meetings of the Council without being excused by the Mayor ([RCW 35A.13.020](#)).

## 2.09 Council Vacancy

A Council position shall officially be declared vacant upon the resignation, recall, forfeiture of position, or death of a Councilmember. The remaining members of the governing body shall appoint a qualified person to fill the vacant position ([RCW 35A.13.020](#)).

### Resignation Process

- A written resignation needs to be submitted to the City Council.
- The Notice of Resignation should provide for an effective date and the resignation will be effective as of that selected date.
- The Council accepts the resignation by a motion and vote.

### Appointment Process

- The recruitment process will be coordinated through the City Manager's office.
- An advertisement will be issued to the local paper and media outlets, and posted on the City's website for a 2-3 week period. The announcement will include requirements necessary to hold office, time to be served in vacant position, election information, salary information, Council duties, deadline date and time for submitting applications. ([RCW 35A.13.020](#)).
- The City Manager will prepare an application form that requests appropriate information for City Council consideration of the applicants. Applications will be available at City Hall, and posted on the website.
- Applications received by the deadline will be copied and circulated to the City Council. Packets may contain additional information, such as resumes and references.
- Prior to interviews, the Mayor will accept suggested interview questions from each Councilmember.
- The Clerk's office will publish the required public notice for the meeting scheduled for interviewing applicants for consideration for the vacant position.
- The Clerk's office will notify applicants of the location, date and time of City Council interviews.

### Interviews

- Interviews with candidates must be held in an open public meeting.
- The applicants' order of appearance will be determined by the date and time when the application was received.
- The decision as to which applicants to interview will be determined by the City Council based on the information contained in the application form.
- The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and answer the same set of questions. Follow-up questions, based upon responses, are permitted.
- An informal question and answer period in which Councilmembers ask and receive answers to miscellaneous questions may be set aside for 10 minutes upon approval of a majority of Councilmembers.

### Voting

- Upon completion of the interviews, the Council may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by Council must be in open public session. The City Council may not determine who to select or reach a consensus on a preferred candidate in executive session.
- The Mayor shall ask for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.
- Nominations are closed by a motion, second and majority vote of Council.
- Councilmembers may deliberate on such matters, as criteria for selection, and the nominated group of candidates.
- The Mayor shall poll the Councilmembers to ascertain if they are prepared to vote. Voting needs to take place in a manner in which the public is notified as to the vote of

each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.

- The City Clerk will record the votes in the minutes.
- The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the City Council.
- The Council may postpone elections until another date, if a majority vote is not received.
- The Mayor shall declare the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.
- The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. The interim term would then end, and the new term begin upon certification of election results.
- If the Council does not appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the County Commissioners will appoint a person to fill the vacancy. ([RCW 42.12.070](#))

#### 2.10 New Councilmember Orientation

As newly-elected Councilmembers, elected officials become an integral part of the City team. The City Manager/City Clerk's office coordinates an orientation process, schedules interviews with the City Manager and Department Directors, and provides opportunities for tours of City facilities and infrastructure. Councilmember's are encouraged to attend the [Association of Washington Cities \(AWC\)](#) annual new member orientation. The Mayor and existing Councilmembers will welcome and mentor new members, share perspectives and insights, and discuss priorities, procedures and protocols.

#### 2.11 Appointment and Role of City Manager

The City Manager is the chief administrative officer of the City, appointed by and accountable to the City Council.

The City Manager is responsible for the effective administration and management of the City and the efficient delivery of all City services. All department directors are appointed by and report directly to the City Manager. The City Manager is responsible for all hiring and employment decisions, the approval of all operating rules and procedures, ensuring quality performance, proper financial management of City funds, and carrying out the policy directives of the City Council.

The City Manager prepares the annual budget for Council approval, assists in the identification of community priorities, and facilitates public involvement and participation in key areas of policy development and service delivery. The City Manager proposes policy recommendations to the City Council, advises them on matters of community interest, and supplies facts and information as appropriate to provide the Council with a comprehensive basis for making decisions and establishing annual goals and priorities for the City. The City Manager also attends and represents the City on various intergovernmental committees ([RCW 35.A.13.080](#)).

The City Council evaluates the City Manager's performance on an annual basis, generally the first quarter of the calendar year, to ensure that both the City Council and the City Manager are in agreement about performance and goals based upon mutual trust and common objectives. The Human Resources Director coordinates the evaluation process with the Mayor. The City Manager's evaluation is discussed in Executive Session.

## 2.12 Council Committees and Intergovernmental Boards & Commissions

### Council Committees

Committee meetings are held on a monthly basis to discuss issues related to community affairs, transportation, finance/economic development, land use, utilities and general government/public safety. Meeting times and dates are determined by Committee members' meeting schedules, posted on the City's website, and available on the Committee Schedule, which is distributed weekly to Council and staff. Three Councilmembers serve on each committee to discuss emerging issues, review City programs and policies; and provide recommendations to the full Council. Committee issues can be forwarded to regular council meetings for action or to a worksession or committee meeting for further review. Generally, audience participation is not allowed during committee meetings, unless permitted by the Chair. (Refer to [Chapter 10, Paragraph 10.03](#), and [Attachment 10.03A](#).)

### Intergovernmental Boards and Commissions

Councilmembers represent the City on regional intergovernmental boards and commissions to facilitate communication relating to a variety of matters including planning, transportation, utilities, housing, the environment, and social services.

Councilmembers participating in policy discussions at regional meetings will represent the consensus of the Council. Personal positions, when given, will be identified and not represented as the position of the City. Reports on intergovernmental boards/commissions activities are presented during regular Council meetings. Assignment and direction of staff in relation to regional meetings are directed by the City Manager. A main delegate and alternate will be appointed to intergovernmental boards/commissions. If the main delegate cannot attend a meeting, they will contact their alternate as a replacement. The primary delegate should notify the alternate as soon as possible when they are not able to attend an upcoming meeting. If no representative will attend, the main delegate will contact City Clerk's office as notification.

Membership appointment to these organizations is made by the Mayor with the consent of the City Council at the first Council meeting of the New Year, following consultation with Councilmembers. A good-faith effort is made to accommodate Councilmembers' preferred choices. Preferences and discussion of appointments will occur at a worksession prior to final appointment. Alternates are appointed to attend intergovernmental boards and commission meetings when the primary delegate is unable to attend.

#### Intergovernmental Boards & Commissions:

- Community Action Council
- Economic Development Council
- Emergency Medical Services
- Health & Human Services Council
- Home Consortium
- Intercity Transit
- Joint Animal Services Commission
- LOTT Clean Water Alliance
- Mayor's Forum
- Olympia Lacey Tumwater Visitor & Convention Bureau
- Olympic Region Clean Air Agency
- Solid Waste Advisory Committee
- TCOMM 911
- Thurston County Law & Justice
- Thurston Regional Planning Council
- Transportation Policy Board

### 2.13 Advisory Boards and Commissions

Prior to serving on one of Lacey's Advisory Boards and Commissions, the full City Council shall confirm all citizen representative appointments forwarded by the Mayor. Citizen members, serving on Lacey's Boards and Commissions, serve in an advisory role and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. Citizen involvement is a key element in the City Council's decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the [Lacey Municipal Code](#) (LMC), the [Revised Code of Washington](#) and through intergovernmental agreements.

If a member resigns prior to his/her term expiration, a letter of resignation will be submitted to the Mayor, or City Manager for the Civil Service Commission. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor at a regular Council meeting. The City Clerk's office coordinates the recruitment process to fill vacancies on Council Boards and Commissions. Positions are advertised on the City's website, through local media, and by word of mouth. Prior to interviews, copies of applications, letters of interest, and resumes are forwarded to Council to provide an opportunity to comment to the Mayor. Potential candidates are interviewed by the Mayor and staff liaison to the Board/Commission. The Mayor appoints, subject to confirmation by Council, at the next regular Council meeting, with the exception of the Civil Service Commission.

Codified Boards and Commissions are defined in the [Lacey Municipal Code](#) as City law, or in the [Revised Code of Washington](#) as state law:

- **Planning Commission:** The 9-member commission develops recommendations for long range comprehensive planning goals and policies in the City of Lacey and areas outside the City which may seek annexation. Meeting times and location will be determined by the Commission. ([LMC 2.32](#))

Length of Term: 3 Years

Term Limit: 2

Number of Members: 9

Residency Requirements: Seven of the nine commissioners must be a Lacey City resident and two can be either a Lacey resident or reside in Lacey's Urban Growth Area.

Who Appoints: Mayor appoints, subject to confirmation by Council

- **Historical Commission:** The 8-member commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The commission guides creation of public education and interpretive programs, encourages conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places. Meeting times and location will be determined by the Commission. ([LMC 2.42](#))

Length of Term: 3 Years

Term Limit: 2

Number of Members: 7, plus one youth representative

Residency Requirements: Five of the seven commissioners must be a Lacey City resident; two of the seven must be professionals with a background in history, architecture, planning, or American

studies. The youth member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public Schools, or enrolled in private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth member shall be appointed to serve for a term of one year, and may be reappointed to an additional one-year term.

Who Appoints: Mayor appoints, subject to confirmation by Council

- Board of Parks Commissioners: The 6-member commission makes recommendations to the City Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. Meeting times and location will be determined by the Commission. ([LMC 2.44](#))

Length of Term: 3 Years

Term Limit: 2

Number of Members: 5, plus one youth representative

Residency Requirements: Four of the five commissioners must be a Lacey City resident; one of the five can be either a Lacey City resident or reside within Lacey's Urban Growth Area. The youth commissioner shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public Schools, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth commissioner shall be appointed to serve for a term of one year, and may be reappointed to an additional one-year term.

Who Appoints: Mayor appoints, subject to confirmation by Council

- Library Board: The 6-member Lacey Library Board, comprised of five general members and one youth representative, assists in facilitating long-range planning for library capital facility needs and recommends building improvements for the Lacey Library. The Board selects its own chairperson and officers from its membership. Lacey's Library has one of the highest circulations of the 27 libraries in the Timberland Regional Library system. Meeting times and location will be determined by the Board. ([LMC 2.46](#))

Length of Term: 5 Years

Term Limit: 2

Number of Members: 5, plus one youth representative

Residency Requirements: Four of the five commissioners must be a Lacey City resident; one of the five can be either a Lacey City resident or reside within Lacey's Urban Growth Area. The youth board member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public Schools, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth board member shall be appointed to serve for a term

of one year, and may be reappointed to an additional one-year term.

Who Appoints: Mayor appoints, subject to confirmation by Council

- LEOFF Disability Board (Law Enforcement Officers-Fire Fighters): The 5-member Law Enforcement Officers & Fire Fighters (LEOFF) Disability Board administers LEOFF I benefits and entitlements. Meeting times and location will be determined by the Board. ([RCW 41.26.110](#))

Length of Term: 2 Years

Term Limit: No term limit

Number of Members: 5

Residency Requirements: Two members must currently serve on the Lacey City Council; two members must be active or retired City of Lacey law enforcement officers; and one member from the public at large who resides within the City.

Who Appoints: Two City Councilmembers appointed by the Mayor, subject to confirmation by Council

Two law enforcement members appointed by the law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board.

One at-large member appointed by the other remaining Board members.

- Civil Service Commission: By statute, the City Manager appoints members to the Civil Service Commission ([LMC 2.52.040](#)). The 3-member Civil Service Commission adopts rules for the regulation of personnel matters and competitive examinations for classified employees of the Lacey Police Department. It also hears appeals arising from the administration of the Civil Service rules and regulations. Meeting times and location will be determined by the Commission. ([RCW 41.12](#))

Length of Term: 6 Years

Term Limit: 2

Number of Members: 3

Residency Requirements: May be a Lacey City resident or reside within Lacey's Urban Growth Area.

Who Appoints: City Manager

Non-codified Boards and Commissions are *not* enacted as law in the LMC:

- Public Facilities District (PFD): The 7-member Public Facilities District Board has fiduciary responsibility for the appropriate use of sales tax revenue it collects and distributes. The Board meets annually to review financial statements and to issue an annual report to the public on the use of those funds. Meeting times and location will be determined by the Board. ([RCW 82.14.390](#))

Length of Term: 4 Years  
Term Limit: No term limit  
Number of Members: 7  
Residency Requirements: One member from each jurisdiction, and three regional members.

Who Appoints: Four members are representatives from each jurisdiction (Lacey, Olympia, Tumwater, and Thurston County). Lacey's representative is appointed by the Mayor, subject to confirmation by Council. The others are appointed by the elected bodies of each jurisdiction.

Three members are regional representatives, subject to recommendations from local business and community organizations, and appointed by the elected bodies of all four jurisdictions.

- Lodging Tax Advisory Committee (LTAC): The 5-member Lodging Tax Advisory Committee recommends to the Council how best to use lodging tax revenues. Lodging tax revenues are generated through a 4% hotel-motel tax imposed by the City on each room rental night. Meeting times and location are determined by the Board. ([RCW 67.28.1817](#))

Length of Term: 3 Years  
Term Limit: No term limit  
Number of Members: 5  
Residency Requirements: One member must be an elected official of the City, and will serve as chair. At least two representatives of businesses that collect the lodging tax, and two representatives involved in activities authorized to be funded by lodging tax revenues.

Who Appoints: Mayor appoints, subject to confirmation by Council

- TCTV Board (Thurston County Television): Lacey citizens fill 1 position and 1 alternate position on the 15-member Thurston Community Television (TCTV) Board. The Board sets policy for TCTV to assist residents and organizations to communicate information and exchange ideas through the medium of community access television. Meeting times and location will be determined by the Board.

Length of Term: 3 Years  
Term Limit: No term limit  
Number of Members: 15  
Residency Requirements: None

Who Appoints: Mayor appoints, subject to confirmation by Council

#### Removal of a Board/Commission Member:

General or youth members who serve on one of the four LMC codified Boards and Commissions (Historical Commission, Library Board, Board of Parks Commission, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Mayor with the approval of the City Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Boards and Commissions Standards, Protocols, and Ground Rules Handbook. The Mayor, with approval of the City Council, may also remove a general or youth member who has three or more unexcused absences at regular meetings in a calendar year. Removal should not occur for disagreement with an official recommendation of the Board or its members.

Prior to the decision to remove or not remove a Board or Commission member, the Mayor or his/her designee will conduct a fact finding process to fully assess and determine whether the Board or Commission member's actions meet the criteria for removal.

*(Refer to [Chapter 10, Paragraph 10.01](#), and [Attachments 10.01A](#) and [10.01B](#), [Appointments to City Council Advisory Boards/Commissions](#).)*

# CHAPTER 3

## Administrative Support to the City Council

### 3.01 Staff/Clerical Support

Administrative support to members of the City Council is provided through the City Clerk's office. Administrative services, including scheduling of appointments, receipt of telephone messages and citizen requests, processing mail, travel and training arrangements, managing correspondence, copying and printing are provided as needed. Sensitivity to the workload of support staff members is appreciated. If requested tasks require significant time commitments, Councilmember's should direct their requests to the City Manager.

The City Clerk's office manages the Mayor's calendar and coordinates invitations and requests for the Mayor's attendance at ceremonial functions and events.

### 3.02 Office Equipment

Councilmembers have access to the use of City equipment for City-related business. Computers, copiers, printers and faxes are available for use. All City policies related to information services shall apply.

### 3.03 Information Technology

The Information Services division (IS) provides technical support in a limited capacity for the computer/printer in the Council workroom, and to assist with accessing email on the City server.

### 3.04 Meeting Rooms

The Council Workroom, located in the City Manager's area, provides a quiet working environment and meeting area for Councilmembers. The room is equipped with a computer, printer, telephone and reference materials. The Council Chambers is the official meeting room of the City Council and is located adjacent to the Council lobby. Regular Council meetings, worksessions and committee meetings are held in the Council Chambers.

### 3.05 Mail and Deliveries

The City Clerk's office coordinates the delivery of mail to the City Council. Individual mailboxes are located in the Council workroom, and Council is encouraged to check their mailboxes regularly. Council mail is delivered to Council each Thursday at the Council or Worksession. If information is time sensitive, Council will be notified via email or phone messages.

Meeting packs for regular Council meetings, worksessions and committee meetings are posted on the City's website by 4:00 pm the Friday before a meeting. Council will be notified by email when the meeting packs are available electronically.

# CHAPTER 4

## Financial Matters

### 4.01 Budget

The City's annual operation and capital budgets are prepared on a calendar year basis. The operating budget is prepared each year. The City Manager may, with City Council approval, submit a biennial budget. There are five phases in the City's budget cycle:

#### Development and Preparation

In June, the City Manager and Finance Director issue a Call to Budget to Department Directors. Each department develops and submits their budget requests to a Budget Review Team, composed of the City Manager, Assistant City Manager, and Finance Director. The Budget Review Team balances projected revenue and projected expenses and develops the City Manager's proposed budget. The Budget Review Team briefs the Finance Committee during this process.

#### Review and Adoption

The City Manager's Annual Operating Budget must be presented to the City Council no later than the first Tuesday in November. Normally, the City Council reviews the City Manager's proposed budget, holds a public hearing, and makes budget adjustments. The public hearing is held in November to receive public input on the proposed budget. The City Council adopts the annual budget for the next fiscal year. The Annual Operating Budget must be balanced and adopted prior to December 31 of the preceding year.

#### Implementation

Services identified to be financed in the next fiscal year are implemented.

#### Monitoring

Revenues and expenditures are monitored by the City Manager and Finance Director throughout the year to ensure that funds are used appropriately. The Finance Director submits a Quarterly Financial Report to the City Manager, the Finance Committee, City Council and Department Directors.

#### Evaluation

Financial and compliance audits are conducted annually by the State Auditor's Office and annual Comprehensive Annual Financial reports are produced by the Finance Department. Audits are performed by the State Auditor's on specific topics at the discretion of the state auditor.

### 4.02 Council Compensation

Council compensation is established by City Council and is subject to certain Washington state laws. Compensation received is to help fund expenses that Councilmembers may incur in the course of fulfilling their duties. The compensation for each Councilmember elected to office prior to 2007 is \$975 per month; for each Councilmember elected from 2007 to present, the compensation is \$1,025 per month. On each calendar year, the monthly sum

increases by \$50. The Mayor receives an additional \$225 per month. The Deputy Mayor receives an additional \$115 per month ([LMC 2.10](#)).

#### 4.03 Financial Disclosure

Candidates for the office of Councilmember shall file a financial disclosure statement with the State Public Disclosure Commission within two weeks of filing a nomination paper. When appointed to fill a vacancy on the Council, the appointee shall file a financial disclosure statement with the Commission, covering the preceding 12-month period, within two weeks of being appointed. Councilmember's are required to file a financial disclosure statement with the Commission on an annual basis after January 1 and before April 15 of each year covering the previous calendar year. Councilmembers whose terms expire on December 31 shall file the statement for the year that ended on December 31. Statements filed in any of the above cases will be available for public inspection. Failure to file or filing a false incomplete financial disclosure statement, if done knowingly, is a Class I misdemeanor.

#### 4.04 Council Professional Development and Training

The City's annual operating budget includes appropriations for expenses necessary for Councilmember's to undertake official City business. Funding provided includes membership in professional organizations, attendance at conferences, or educational seminars, and purchase of publications and office supplies. The City Clerk's office is responsible for processing purchases, subscriptions and registrations. (Refer to [Chapter 10, Paragraph 10.02](#), and [Attachment 10.02A](#), *Allocation of Annual City Council Travel and Training Budget*.)

#### 4.05 Gift of Public Funds

Article 8, section 7 of the Washington constitution prohibits the City from giving money or property, or lending money or credit, except for the necessary support of the poor and infirm. Most commonly referred to as "the gift clause," it reads as follows:

No county, city, town or other municipal corporation shall give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.

Transactions in which the City pays money, gives property or lends money or credit must be carefully scrutinized in light of the restrictions concerning the gift of public funds.

#### 4.06 Fiscal Policies

The stewardship of public funds, their safe-keeping, proper use and management, is one of the greatest responsibilities entrusted to officials and managers of the City of Lacey. The establishment and maintenance of wise fiscal policies enables City officials to protect public interests and ensure public trust.

This document defines financial practices and policies to be used by the City to meet its obligations and operate in a financially prudent manner.

The fiscal policies of the City are to provide a sufficient financial base and the resources necessary to sustain a high level of municipal services to ensure public health, safety, and welfare while maintaining its physical infrastructure and promoting the social well-being of the citizens of the City. (Refer to [Attachment 4.06A](#), *Fiscal Policies*.)

# CHAPTER 5

## Communications

Perhaps the most fundamental role of a Councilmember is communication. Good communication helps build trust, promotes confidence, improves performance and teamwork, and minimizes surprises.

The City Council communicates with the public to assess community opinions and needs, and to share the vision, goals, and priorities for the City. Communication with staff provides policy direction, promotes teamwork and informed decisions, and provides an understanding of the implications of policies.

Since the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not of the Council, the public should be so advised.

### 5.01 Council Correspondence

The Mayor is typically charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. The City Manager assists in preparing the correspondence. Individual Councilmembers may occasionally prepare letters for constituents in response to inquiries, or to provide requested information. City letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

Generally, citizen concerns addressed to the City Council are forwarded to the appropriate staff person to prepare a response and to address the concern where possible. A copy of the initial request will be included with the response and distributed to each Councilmember. Correspondence addressed to one councilmember will be copied to all Councilmembers.

If any Councilmember receives an email sent directly to his/her address, they are not required to share their response with the full Council. However, if they decide to share the email, they should forward a copy to the generic council email address at [council@ci.lacey.wa.us](mailto:council@ci.lacey.wa.us) for distribution by the City Clerk to the full Council.

### 5.02 Public Communication

On occasion, Councilmembers may wish to share an opinion on an issue on which the Council has yet to take a position, or about an issue for which the Council has no position. In these circumstances, individual Councilmembers should clearly indicate they are not speaking for the Council as a whole, but as individuals. It is not appropriate to use City letterhead or Council titles for personal or political purposes.

### 5.03 Public Notices and Legal Publications

Public notices related to public hearings, special council meetings, budget approval, annexations, and street vacations are published by the City Clerk in the legal section of the local paper, and on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) under News & Events/Public Notices. Ordinances are published in the legal section of the local paper in compliance with [LMC 1.08](#) on the Monday following Council action. Five business days after publication, the ordinance becomes law.

#### 5.04 Press Releases

The Public Affairs Department is responsible for the majority of press releases issued by the City related to a specific event, action or announcement. The Council receives copies of all City-related press releases. If an issue is time sensitive or of significant importance, Councilmembers will be contacted directly by the City Manager or staff.

#### 5.05 City Website

The Public Affairs Department and Information Services division are responsible for the management of the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us). The website offers another resource for the City to communicate with its citizens. Information about council meetings, ordinances, resolutions, minutes, council issues and contact information is available on the City Council homepage. Council meeting agendas and draft minutes are posted on the City's website each Friday afternoon prior to the meeting. Minutes are not official until approved at a subsequent Council meeting.

Each Councilmember has the opportunity to post a biographical page on the City's website. Councilmembers should submit their biographical information and areas of focus to the Assistant City Manager for review.

The City website will not be used in support of or opposition to a ballot measure or campaign for election of an individual to public office.

#### 5.06 Requesting Council Resolution on Public Issues

At times, local ballot measures and state-wide citizen initiatives may be placed on a ballot that affects City Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, state statutes prohibit the use of City personnel, equipment, materials, facilities or other resources to influence the outcome of an election. The City Council, however, may take a position on certain ballot measures in accordance with Council Policy. (Refer to [Chapter 10, Paragraph 10.04](#), and [Attachment 10.04A](#), *Requesting Council Resolution on Public Issues*.)

#### 5.07 Proclamations

Proclamations are issued by the Mayor as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy and do not require the approval or action of the Council. (Refer to [Chapter 10, Paragraph 10.05](#), and [Attachment 10.05A](#), *Reviewing Public Requests for Proclamations*.)

#### 5.08 Public Records Act

To ensure that communications submitted to and by elected and appointed officials comply with the State Public Records Act, [RCW 42.56](#) and the State Open Meetings Act, [RCW 42.30](#), the following guidelines are provided.

##### General Communications

All letters, memoranda, and interactive computer communication involving Councilmembers, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions as stated by the Public Records Act, are public records.

### Written Communications

Written letters and memoranda received by the City, addressed to Councilmember's, will be distributed to Council and a copy kept in accordance with the City's Record Retention Schedule.

### Electronic Communications

Messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying.

Email communications that are intended to be shared among four or more Councilmembers, whether concurrently or serially must be considered in light of the Open Public Meetings Act. Such emails should be restricted to providing of information such as materials for later review or notice of a potential new agenda item. Responses to such emails should be limited to ensure that Council business is conducted only at its scheduled meetings. Discussion of City business by a majority of the Council must be conducted in an open meeting. If the intended purpose of the email is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. The use of email communication to form a collective decision of the Council is inappropriate and violates the Open Public Meeting Act.

Email should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" City business. In general, email is discoverable in litigation. Confidential email communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

City e-mail should not be used for personal use, since e-mail on a Councilmember's private computer pertaining to City business may be considered open to public disclosure, and may not be deleted.

The City Clerk is the City's official Records Officer, and as such, is available to assist with public records requests. Online forms are available at the City's website at [www.ci.lacey.wa.us / Popular Forms/Public Records Request](http://www.ci.lacey.wa.us / Popular Forms/Public Records Request).

### 5.09 Social Media

Policies and procedures for the use of social media, i.e. Facebook, Twitter, etc. by Councilmembers is under review by the Public Affairs department.

# CHAPTER 6

## Interaction with City Staff/Officials

### 6.01 City Council Non-participation in Administration

In order to ensure the efficient and effective delivery of City services, the Council is encouraged to work directly with the City Manager when dealing with administrative services of the City. By statute [RCW 35A.13.120](#), Councilmembers are not to direct staff or become involved in or attempt to influence personnel matters that are under the direction of the City Manager. State law also prohibits Councilmembers from being involved in, or influencing, the purchase of any supplies beyond the requirements of the City procurement code/procedures. Except for the purpose of inquiry, Councilmembers should deal with administrative services primarily through the City Manager or designee.

### 6.02 City Council/City Manager Relationship

The employment relationship between the City Council and City Manager recognizes the fact that the City Manager is the chief executive officer of the City. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. The City Manager respects and is sensitive to the policy responsibilities of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council.

The City Manager is subject to a professional code of ethics as a member of the [International City/County Management Association](#) (ICMA). The code binds the City Manager to certain practices that are designed to ensure actions are in support of the City's best interests. Violations of such principles can result in censure by ICMA.

### 6.03 City Council/City Attorney Relationship

Pursuant to recommendation of the City Manager, the City Council makes policy for obtaining legal counsel for the City, either by appointment of a City Attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services. ([RCW 35A.13.090](#); [35A.13.100](#)). The City Attorney is similar to other Department Director positions and is appointed by the City Manager. The City Attorney provides legal counsel for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- Provide legal assistance necessary for formulation and implementation of legislative policies and procedures;
- Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, or similar proceedings;
- Prosecute violations of ordinances and other laws of the City;
- Prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- Keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City.

The City Attorney does not represent individual members of Council, but rather the City as a whole.

## 6.04 Council Roles and Information Flow

### Council Roles

The full City Council retains the authority to accept, reject or amend staff recommendations on policy matters. Individual Councilmembers are not to intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. All Councilmembers with concerns affecting the City of Lacey should bring those concerns to the full Council and City Manager before contacting an outside agency.

### Access to Information

The City Manager is the information liaison between Council and City staff. Requests for information from Councilmembers that require research, or is solicited because of a citizen complaint or Council concern should be directed to the City Manager and will be responded to promptly. Council requests for routine, readily available information should be directed to the appropriate department director. All Councilmembers will be informed of requests and the staff response where a report is involved.

There are limited restrictions when information cannot be provided. The City is legally bound not to release certain confidential personnel information, or sales tax information on individual businesses. Certain areas of police department affairs, i.e. confidential information related to crimes, also may not be available.

### Staff Roles

The Council recognizes the primary functions of staff as executing Council policy, implementing adopted goals and priorities, addressing day-to-day issues and problems, and keeping the Council informed. Staff is obligated to take guidance and direction only from the City Manager or assigned Department Director. This direction follows the policy guidance of the City Council as a whole.

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers, provided that, in the judgment of the City Manager, the request is not of the significance, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council.

### Significant Requests

No Councilmember shall request or direct the City Manager or Department Directors to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council. The City Manager shall determine whether or not the matter is significant.

## 6.05 Dissemination of Information

The City Manager's open-door policy encourages Councilmembers to meet with the City Manager on an impromptu basis to discuss issues, City operations, intergovernmental issues, citizen concerns, goals and priorities, and the like.

Councilmembers receive a weekly *Committee Schedule* listing pending agenda items. The weekly *Highlights* provide information about on-going City activities. The *Lantern* – the City's monthly employee newsletter, and the *Energizer* - the City's monthly wellness newsletter, also provide information and updates about happenings in Lacey. In addition, the City

Manager and Department Directors will provide regular status reports, financial reports, staff reports and other updates, as available and needed.

Council meeting packets are available on the City's website by 4 p.m. the Friday before regular meetings. Council will be notified by email when the meeting packets are available.

#### 6.06 Staff Relationship to Advisory Bodies

Staff support and assistance is provided to advisory boards, commissions and task forces. Staff support includes preparation of summary agendas, preparation of reports providing a brief background of the issues, options, alternatives, and recommendations, and, preparation of minutes of advisory body meetings. Typically, the assigned Department Director will communicate recommendations of the advisory board to the City Council as necessary and appropriate.

# CHAPTER 7

## City Council Meetings

In accordance with the [Open Public Meetings Act](#), all Council regular and special meetings are open to the public with the exception of executive sessions.

### 7.01 Meetings

#### Council Meetings

The City Council conducts its official business, enacting laws, and approving policies during regular Council meetings. Regular Council meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month from January through October, and the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month from November through December. All regular meetings begin at 7 p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. There are no regularly scheduled Council meetings on the 5<sup>th</sup> Thursday of the month.

#### Worksessions

Worksessions provide an opportunity for the full Council to review and discuss issues in depth without taking official action. Council worksessions are held on the first and third Thursday of each month, January through October, and the 2<sup>nd</sup> Thursday in November. All meetings begin at 7 p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. Although most formal Council action is taken at regular Council meetings, the City Council may make decisions and take official action at worksessions.

#### Council Committees

Committee meetings are held on a monthly basis to discuss issues related to community affairs, transportation, finance/economic development, land use, utilities and general government/public safety. Meeting times and dates are posted on the City's website and available on the Committee Schedule, distributed weekly to Council and staff. Three Councilmembers serve on each committee to discuss emerging issues, review City programs and policies, and provide recommendations to the full Council. Committee issues can be forwarded to regular council meetings for action or to a worksession or committee meeting for further review. Generally, audience participation is not allowed during committee meetings, unless permitted by the Chair. (Refer to [Chapter 10, Paragraph 10.03](#), and [Attachment 10.03A, Council Policies, Organization & Procedures of Lacey City Council – Resolutions 620, 842, 893.](#))

#### Special Meetings

- *Retreats* – The City Council meets annually to develop short goals, priorities and policies for the upcoming year, and strategic long-term goals.
- *Legislative Meeting* – Prior to the state legislative session in January, Councilmembers, City Manager, and/or staff meet with state legislators from the 2<sup>nd</sup> & 22<sup>nd</sup> Districts to discuss legislative issues of importance to the City.
- *Joint Worksessions* with the Planning Commission, School Board, and other interjurisdictional bodies are scheduled annually to discuss regional topics and issues.

- *Bus Tour* – Occasionally, the City Council will schedule community tours with the Planning Commission and Parks Board to view public works projects, parks, and similar private and public development projects
- *Editorial Board* – Once or twice a year, the City is contacted by the Olympian Editorial Board to meet to discuss current City issues. The City Manager and three Councilmembers attend. Council rotates in order to ensure everyone has an opportunity to attend.

#### 7.02 Public Notice of Meetings and Hearings

Public notices related to public hearings, special council meetings, budget approval, annexations, and street vacations are published by the City Clerk in the legal section of the local paper, and on the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) under News & Events/Public Notices. Ordinances are published in the legal section of the local paper in compliance with [LMC 1.08](#) on the Monday following Council action. Five business days after publication, the ordinance becomes law.

#### 7.03 Special Meetings

Special meetings may be called at any time by the Mayor, a majority of the Council, or City Manager by delivering personally, by mail, by fax or by email, a written notice to each member of the Council and the City's official newspaper, and to each local radio/television station with a written notification request on file at least 24 hours before the time of such meeting specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notices make it impractical.

#### 7.04 Executive Session

When appropriate, the City Council may adjourn to an Executive Session to privately discuss and consider matters of confidential concern to the City. Executive Sessions are scheduled at the request or concurrence of the Mayor, or by a majority vote of the full Council during a meeting. The Council may hold executive sessions before, after, or during a regular or special meeting to consider matters permitted by [RCW. 42.30](#) or other applicable state law. The purposes for which an Executive Session may be held include, but are not limited to:

- Discussion with legal counsel on pending or potential litigation
- Property acquisition/disposition where public discussion may increase or decrease the price and influence the terms of the sale
- Matters affecting national security
- Quasi-judicial matters
- Complaints or charges brought against a public officer or employee
- Qualification/performance review of the City Manager
- Evaluate qualifications of candidates for appointment to elective office
- Planning or adopting a position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing proposals made in ongoing negotiations.
- Receive confidential advice from the City Attorney under the attorney-client privilege

Before convening in Executive Session, the Mayor shall publicly announce the purpose of the Executive Session, the estimated time when the Executive Session will conclude, and

whether the Council will reconvene to take action. An Executive Session may be extended to a later time by announcement of the Mayor ([RCW 42.30.110](#)).

#### 7.05 Agenda Development

The City Manager coordinates the development of regular council, worksession, and committee agendas with the mayor, department directors, and committee chairs.

##### Advancing Agenda Items:

A Councilmember may request an item be considered on a future agenda either by making a request at a regular council meeting, worksession, or committee meeting, or by contacting the Mayor or City Manager. Items may be added to committee meeting agendas by consensus of the Committee.

Department Directors and staff may request an item be considered on future agendas by submitting their request to the City Manager. As needed, the City Manager will consult with the Mayor before taking matters to the full Council for consideration.

A member of the public may request an item be placed on a future agenda while addressing the City Council during a regular meeting and/or by submitting the request in writing to the City Council through the City Clerk's office. The Council will decide whether to consider an issue proposed for a future agenda.

In order to allow sufficient time for Council to review and staff to research the issue, the request should be submitted at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been approved for placement on an agenda, the City Clerk's office will notify the requestor to invite their attendance.

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disaster, and other severe emergencies. The reason for adding an emergency item to the agenda shall be announced publicly at the meeting and the issue shall be included in the minutes of the meeting.

##### Agenda Timeline

The following timeline has been developed by the City Clerk's office to ensure timely distribution of regular council meeting, worksession, and committee meeting packs.

- Staff reports are required for most agenda items, and must be ready for City Manager's review by 1 p.m. two Wednesdays prior to the meeting.
- Agendas and meeting packs will be posted on the City's website by 4 p.m. on the Friday prior to a council meeting.
- Council will be notified by email when the meeting packs are available.

The addition of last minute agenda items is discouraged, unless of an urgent nature, which will be determined by the City Manager and/or Mayor.

## 7.06 Order of Business

The Council agenda sets the order of business for regular council meetings.

### Call to order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the City Council, and after determining a quorum is present, calls the meeting to order. In the absence of the Mayor and Deputy Mayor, a Councilmember is selected from among the body to act as Chair. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

### Excused Absences

The Mayor announces the excused absences of individual Councilmembers.

### Consent Agenda

The consent agenda consists of items that are routine in nature and do not require additional discussion. Minutes of regular council meetings and worksessions, final plat approvals, and LID/ULID's (local improvement districts/utility local improvement districts) are placed on the consent agenda. The Mayor and Council can remove items from the consent agenda for further discussion.

### Public

- *Public Recognition*  
When appropriate, the Council recognizes volunteer service, presents special awards, and receives public presentations.
- *Public Comments*  
Citizens are invited to address the Council regarding topics that are not scheduled on the agenda. Each person addressing the Council will give their name and address for the record, and shall limit their address to three minutes, unless a longer period is permitted by Council. If several people wish to speak to the same issue, the Mayor may limit the total amount of time dedicated to that issue. The Mayor may interrupt citizen comments that continue too long, relate negatively to others, or are otherwise inappropriate. The Mayor shall have the option to allow or not allow comments on matters before Council.
- As appropriate, the Council will allow the public to address items on the agenda. A three minute limit will apply, but may be reduced to two minutes if there are more than four persons wishing to comment on a subject. These comments shall not be considered as part of a hearing. The public should ask the mayor in advance of the start of the Council meeting if they may speak.

### Public Hearings

Public hearings are generally held following adoption of the consent agenda and public comment period. Individuals who wish to address the Council should sign in. The Mayor will open the Public Hearing, and the City Clerk will note the time for the record. Speakers will be called forward in the priority in which they signed in, and are required to state their name and address. Comments are limited to the specific matter for which the public hearing is being held and are limited to 3 minutes, unless a longer period is permitted by the Mayor. Written comments are permitted prior to and during the public hearing, and should be submitted to the City Clerk before the public hearing is closed. Written documents will be entered into the record, but will not be read aloud.

Once the list has been completed, the Mayor will ask if there are any additional citizens who wish to speak at the public hearing. After the public hearing is closed, no member of the public shall be permitted to address the Council or staff on that specific issue. Once the Mayor closes the public hearing, the time will be noted by the City Clerk for the record.

### Proclamations

In response to citizen requests, the Mayor may issue proclamations in declaration or recognition of a special event, organization or person according to Council Policy. At this time, either the Mayor or City Councilmember reads the Proclamation into the record. (Refer to [Chapter 10, Paragraph 10.05](#), and [Attachment 10.05A](#), Council Policies, Reviewing Public Requests for Proclamations.)

### Referral from Planning Commission

The nine member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the City of Lacey and areas outside of the City seeking annexation. Issues reviewed by the Planning Commission are forwarded to Council for consideration and adoption.

### Referral from Hearings Examiner

The hearings examiner shall interpret, review and implement land use regulations. In addition, the examiner shall hear appeals relating to the City's construction codes as described in [LMC Section 14.18.030](#). The examiner and any deputy examiners shall be appointed by the Mayor and confirmed by the City Council ([LMC 2.30.020](#)).

### Ordinances

Ordinances are the official laws of the City and must be approved by Council prior to enactment. The City Attorney's office prepares ordinances, which are published by the City Clerk on the Monday following the meeting at which they were approved. An ordinance officially becomes law five business days after publication in the City's official newspaper (The Olympian). The ordinance is codified by the City Clerk's office into the [Lacey Municipal Code](#). The original ordinance is archived as a permanent record. Beginning in 2010, adopted ordinances will be posted on the [City's website](#). Requests for ordinances prior to this time are available as a public records request through the City Clerk's office.

### Resolutions

Resolutions signify the intent of the City Council related to specific issues, events, or ballot measures. Resolutions can be prepared by the City Attorney, or designated City staff. All resolutions are approved to form by the City Attorney. Once approved by the City Council, the resolution is archived as a permanent record. Beginning in 2010, adopted resolutions will be posted on the [City's website](#). Requests for resolutions prior to this time are available as a public records request through the City Clerk's office.

### Mayor's Report

The Mayor reports on ceremonial events, functions, and meetings attended on behalf of the City Council, make announcements, and appoints, with Council approval, citizens to Council advisory boards and commissions.

### City Manager's Report

The City Council awards bids, and authorizes the City Manager to sign City contracts during this section of the meeting. The City Manager may also make announcements regarding City operations. In an effort to keep the public informed of City business, and to provide education on City operations, staff may provide brief informative presentations to the City Council and general public during this time.

### Standing Committee Reports

There are six standing Council committees with three Councilmembers appointed to each committee. At this time, Committee chairs report on the topics discussed, and any recommendations forwarded to full Council for action.

### Intergovernmental Boards & Commission Reports

Councilmembers provide reports and updates of activities and discussions from each of the Intergovernmental Boards and Commissions to which they are appointed. If additional discussion or consensus is required on a regional issue, the topic may be forwarded to a Worksession for further review and discussion.

### Old Business

Items and topics which have previously been discussed by Council, but need further discussion, may be placed under this agenda item.

### Adjourn

The Mayor adjourns the meeting and the City Clerk notes the time of adjournment for the record. All meetings will conclude no later than 10:00 p.m., unless this provision is waived by a majority of the Council. Consideration of the agenda matter then on the floor will be continued beyond 10:00 p.m. by majority vote of the Council. In the event the remaining agenda cannot be concluded at any meeting by 10:00 p.m., the meeting will be recessed to a definite time and place, and notice of such continued meeting will be given as provided by statute.

### Executive Session

As needed, the City Council may adjourn to an Executive Session to privately discuss and consider matters of confidential concern to the City. The purposes for which an Executive Session may be held are identified in [RCW 42.30.110](#), and [Section 7.04](#) Council Policies/Procedures. Before convening in Executive Session, the Mayor shall publicly announce the purpose of the Executive Session, the estimated time when the Executive Session will conclude, and whether the Council will reconvene to take action. An Executive Session may be extended to a later time by announcement of the Mayor.

#### 7.07 Audio and Televised Recordings of Meetings

The City Clerk's office records all regular Council meetings, Worksessions, and Committee meetings, except for those portions of the meeting conducted in Executive Session. Recordings are available under the Public Disclosure Act and archived for six years according to the State Records Retention Schedule.

The City contracts with TCTV to provide local television programming of all regular City Council meetings on Channel 3. Meetings are rebroadcast on TCTV on Tuesday at noon and Thursday at 7 p.m. Tapes of the recordings are available by contacting TCTV.

In 2011, the City began video streaming Council meetings to provide greater public access to government operations. The videos are linked to the City's website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us).

## 7.08 General Procedures

### Seating Arrangement of the City Council

Customarily, the Deputy Mayor sits next to the Mayor, and newly-elected Councilmembers are seated adjacent to the City Clerk. However, the Mayor with the approval of Council may reorder the seating arrangements for regular council meetings.

When viewing the Council desks from the entrance to the Council Chambers from left to right, the order shall be as follows:

- City Clerk
- Newly-elected Councilmembers
- Current Councilmembers
- Deputy Mayor
- Mayor
- City Manager
- City Attorney

Department Directors sit at the staff table immediately to the left of the City Clerk.

### Signing of City Documents

The Mayor, City Clerk and City Attorney sign all ordinances and/or resolutions approved by Council, immediately following the meeting. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions. The City Manager is authorized by the City Council to sign all contracts and agreements.

### Quorum

Four members of the Council shall constitute a quorum and are necessary for the transaction of City business. If a quorum is not present, the Council meeting will be cancelled.

### Minutes

The City Clerk shall take minutes of all regular council meetings, worksessions and committee meetings. The minutes will be posted on the City website in draft format on the Friday prior to the Council meeting and Council approval. Once Council has approved the minutes, it will be noted on the website that the minutes have been approved. Copies of minutes are available upon public records request through the City Clerk's office. Original minutes will be archived as permanent records.

Corrections to minutes made by Councilmembers will be so noted, and revised minutes will be posted and archived as the City's official record.

#### 7.09 Open Public Meeting Act

The [Open Public Meeting Act](#) applies to the City Council, all quasi-judicial bodies, and all standing or advisory boards, commissions, and committees. All meetings of the Council shall be open to the public, except in special instances as provided in [RCW 42.30.110](#). A meeting takes place when a quorum (a majority total number of Councilmembers currently seated on the Council) is present and information concerning City business is received, discussed, and/or acted upon. The only exception to the public meeting requirement is an executive session.

Under the Americans with Disabilities Act, the City of Lacey provides accommodations to provide accessible meetings for people with disabilities. Assisted-listening devices are available for use in the Council Chambers. If special accommodations are required, please contact the City Clerk three days prior to the meeting.

# CHAPTER 8

## Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

### 8.01 Conflicts of Interest

#### Applicability

All City officers, elected and appointed, are subject to the conflict of interest law in [RCW 42.23](#). This includes Councilmembers.

The conflict of interest law is one of the most important, yet most complicated laws on the books. To understand its effect on a Councilmember's actions, it is suggested that members discuss the law and potential conflicts with the City Attorney. It is imperative that Councilmembers identify in advance what their conflicts are.

It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on land use issues, or service or construction contracts where such an interest exists. Violations of the conflict of interest law may result in significant penalties, including criminal prosecution.

In circumstances where only a "remote interest" (see below) exists, after disclosure of the interest to other Councilmembers and in the meeting minutes, the Council may approve the contract to which a Councilmember has a remote interest, absent participation in the voting by the Councilmember with the remote interest, but only if the Councilmember refrains from any attempt to influence other members to approve the contract.

#### Prohibited Acts (RCW 42.23.070)

- No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself, or others.
- No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
- No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

#### Definition

*Remote Interests* are so minor that they do not constitute illegal conflicts of interest. Remote interests exist when a City official is:

- A non-salaried officer or member of a non-profit corporation doing business or requesting money from the City. Therefore, being such an officer or member would not constitute a conflict

- The landlord or tenant of a contracting party. For instance, a Councilmember may lease office space to a party which has a private interest in a public matter without it resulting in a conflict of interest
- The owner of less than 1 percent of the shares of a corporation or a cooperative doing business with the City
- Reimbursed only for actual and necessary expenses incurred in performance of official duties

Acts not Constituting a Conflict of Interest

- Receiving municipal services on the same terms and conditions as if not a City official. Thus, when a Councilmember who owns a business within the City votes for or against an increase in the business license fees, a conflict would not exist because this action would apply to all businesses in the corporate limits.
- An officer or employee of another political subdivision or public agency unless it is the same governmental entity being served who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. Therefore, a Councilmember who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary increase, upon the Councilmember.
- A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, or class of persons. A class must consist of at least ten members to qualify the interest as remote. A City official may sell equipment, material, supplies, or services to the City if this is done through an award or contract let after public competitive bidding. An exception to this law permits the City Council to approve a policy on an annual basis to allow the City to purchase supplies, materials, and equipment from a member of the Council without going to public competitive bid as long as the single transaction does not exceed \$300 and the annual total of such transactions does not exceed \$1,000.

Declaration of a Conflict

When a substantial interest exists, the City official must:

- Refrain from voting or in any way influencing a decision of the City Council;
- Declare that a conflict of interest exists and make it known in the official records of the City

Should a situation arise wherein a majority of Councilmembers or a majority of a quorum of those present at a Council meeting have a substantial conflict of interest, state law provides that if the conflict of interest statutes prevent the City Council from acting as required by law in its official capacity, such action shall be allowed if the members of the Council with the apparent conflicts of interest make them known.

City Attorney Opinions

A Councilmember's request for an opinion from the City Attorney concerning conflict of interest is confidential. However, formal final opinions are a matter of public record and must be filed with the City Clerk. This filing requirement does not apply to verbal communications between Councilmembers and the City Attorney.

Councilmembers may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

### Apparent Conflict of Interest in Litigation Matters

A Councilmember who actively supports a position contrary to an official City of Lacey action or position, as adopted or ratified by a majority of the City Council, must recuse themselves and not participate in any vote, deliberation, executive session, or distribution of confidential information regarding further consideration or action in that matter once litigation has been served or filed regarding the matter. Litigation shall include but is not limited to legal action or appeals of any type including Growth Management Hearings Board appeals.

- The fact a Councilmember voted in opposition or expressed an opinion in opposition to the official action or position prior to the filing or service of litigation shall not, by itself, be sufficient to trigger the need for recusal or non-participation.
- Once litigation has been served or filed, communication regarding the case with anyone other than City staff or legal counsel involved in the litigation of the case is discouraged during the pendency of the litigation.
- Councilmembers shall voluntarily recuse themselves and choose not to participate under the conditions listed above. However, if Councilmembers fail to voluntarily recuse themselves or withdraw from participation, any other Councilmember may challenge the ongoing participation and request the challenged Councilmember to disclose any communication and participation with regard to the pending litigation.
- If the apparent conflict still cannot be resolved voluntarily after such challenge, a majority plus one of the council as a whole may vote to sanction and remove the challenged Councilmember from further participation with regard to the pending litigation on the basis of an apparent conflict of interest.

Later legislative participation by a previously recused or sanctioned Councilmember, related to the same issue, is not prevented by the provisions of this subsection once the conflict no longer exists or the litigation has terminated.

### 8.02 Liability

The City must always approach its responsibilities in a manner that reduces risk to all involved. Nevertheless, with such a wide variety of high profile services (i.e., police, parks, roads, land use), risk cannot be eliminated. To better manage insurance and risk, the City participates in risk- and loss-control activities through the Washington Cities Insurance Authority.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in the member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

Elected and appointed officials will participate in risk management training to reduce liability due to actions taken, especially in the areas of land use.

# CHAPTER 9

## Parliamentary Procedures

Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. Following these procedures potentially reduces Council actions being declared illegal or challenged procedurally. The Lacey City Council has adopted and will follow Robert's Rules of Order, revised unless the same is superseded by provisions of the [Lacey Municipal Code](#).

### 9.01 Order of Discussion

The presiding officer should follow the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer will clearly announce that the Council has decided to rearrange the agenda. When changing the order of discussion, it must be done so as not to prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

### 9.02 Obtaining the Floor

A Councilmember shall address the presiding officer and gain recognition prior to making a motion or engaging in debate. The presiding officer will recognize Councilmembers by their last name, such as "Councilmember Jones." Councilmembers will address each other as Councilmember, followed by last name, such as "Councilmember Jones." Cross-exchange between Councilmembers and the public should be avoided. This is to prevent general conversation and to keep the order necessary to maintain decorum and accomplish the business of the Council.

After a member has concluded comments and yielded the floor, if two or more members are trying to obtain the floor at the same time, the general rule is that the person who addresses the chair first is entitled to be recognized. When a motion is open to debate, however, there are three instances in which the presiding officer should assign the floor to a person who may not have been the first to address the chair. These are:

- The Councilmember who made the motion currently under debate is entitled to be recognized in preference to other members if that individual is claiming the floor and has not already spoken on the question.
- No member is entitled to the floor a second time in the meeting on the same motion as long as another member who has not spoken on the motion desires the floor.
- In instances where the person to be recognized is not determined by (1) or (2) above, and where the presiding officer knows that members who are seeking the floor have opposite opinions on the motion, the chair should let the floor alternate as much as possible between those favoring and those opposing the motion.

### 9.03 Questions to Staff

A Councilmember may, after recognition by the presiding officer, address questions to staff members.

### 9.04 Interruptions

Once recognized, a Councilmember should not be interrupted while speaking, except to make a point of order or personal privilege. If a Councilmember is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon

being recognized by the presiding officer, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

#### 9.05 Discussion Limit

A Councilmember should not speak more than once on a particular subject until every other Councilmember has had the opportunity to speak. Councilmembers are encouraged to discuss items during the decision-making process.

#### 9.06 Basic Steps to Conducting Business

Specific requests or proposals that are presented to Council for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, certain steps are generally required. The basic steps to conducting business include:

##### *The Presiding Officer (Mayor)*

- Introduces the item to be considered as presented on the agenda, and if appropriate, asks for a staff presentation
- If the agenda calls for a public hearing, opens a public hearing
- Closes the public hearing after receiving comments (if any) from the public
- Calls for discussion

##### *A Councilmember*

- Addresses the Mayor
- Is recognized by the Mayor
- Proposes the motion

##### *A second Councilmember*

- Seconds the motion

##### *The Presiding Officer (Mayor)*

- States the motion
- Calls for any further discussion or debate
- Restates the motion and puts the motion to a vote

##### *The City Clerk*

- Records the vote

#### 9.07 Making a Motion

Under parliamentary procedure, there are three steps required to bring a motion before the Council for its consideration:

- A Councilmember makes a motion;
- Another Councilmember seconds the motion, and
- The chair states the motion.

Unless the motion can interrupt a speaker as explained in *Robert's Rules of Order*, a member must obtain the floor to make a motion. Once the chair has recognized a Councilmember, the individual makes the motion by saying, "I move that..." or "I move to..." and announcing what is proposed.

Councilmembers should attempt as much as possible to state motions in the positive form--- that is, "I move to..." rather than "I move not to..." Motions where one must vote "yes" to vote against a proposal are confusing not only for Councilmembers, but also for staff and citizens.

If a proposal has only minimal support, a Councilmember might state "I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time."

### 9.08 Seconding a Motion

After a motion has been made, and if it requires a second, another Councilmember who wishes to see the motion considered says, without obtaining the floor, "I second the motion," or simply, "Second." A second merely implies that the member agrees the motion should come before the meeting, not necessarily that the member favors it. If another member of the Council does not second the motion, the chair normally asks, "Is there a second to the motion?" If there is no second, the chair should say, "Since there is no second, the motion is not before this meeting." If seconded, the maker of the motion should then be regarded as having the refusal of the floor in preference to all other members.

The purpose of a second is to prevent time being spent on motions that only one person wants to discuss. After the Council makes a motion, no person shall address the Council without first securing the permission of the Mayor or Council to do so.

### 9.09 Stating the Question

Under parliamentary procedure, making and seconding a motion does not put it before the Council for consideration. This can be done only by the chair when the presiding officer repeats the motion and indicates that the motion is open for debate by stating: "It has been moved and seconded that ... Is there any discussion?"

#### Right to Withdraw or Modify a Motion

Until the chair has stated the question, the maker has the right to modify or withdraw the motion. After the motion has been stated, however, it can be withdrawn only with the Council's consent. If any objection is made, it will be necessary to obtain leave to withdraw by a motion for that purpose. When a motion is withdrawn, the effect is the same as if it had never been made.

#### Pending Motions

When the chair has stated a motion, it is said to be *pending*. When several motions are pending, the last one stated by the chair, and the first to be disposed of, is called the *immediately pending question*. Thereafter, other pending motions are considered in descending order of rank.

### 9.10 Amendment of the Main Motion

When the main motion does not exactly suit the members of the Council, it may be changed by means of amendment *before* it is finally voted upon. Once recognized by the chair, a Councilmember may make the motion to amend by stating, "I move to amend the motion by..." ---adding, striking out, inserting, or substituting. An amendment to the main motion requires a second; it is debatable, requires a majority vote, and must be germane---that is, closely related to or having bearing on the subject of the motion to be amended. If the motion on the amendment passes, the chair puts the main motion, as amended, to a vote. If the motion on the amendment fails, the chair puts the main motion, as originally presented, to a vote.

The member, who offers the motion, until it has been stated by the chair, can modify the motion, or withdraw it entirely; after it is stated, he/she can do neither without the consent of the body (majority). For example, the mover may state, "With the consent of the body I will modify my motion to state as follows..." If no one objects, it shall be deemed that he/she has the consent of the body to modify his/her motion. When the mover modifies his/her motion, the one who seconds it can withdraw his/her second.

## 9.11 Postponement of Business

### Postpone to a Time Certain

Council may delay action on a pending question by making a motion to postpone the item either indefinitely or to a time certain. This motion can be made regardless of how much debate has taken place. The question may be postponed either so that it may be considered at a more convenient time or because debate has shown reasons for delaying a decision.

### Postpone Indefinitely

Council may decline to take a position on a pending question by moving to postpone the item indefinitely. Voting to postpone indefinitely kills the main motion and avoids a direct vote on the question. This motion is useful for disposing of a badly expressed main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

### Table

Commonly misused in place of a motion to postpone, Council may lay the pending question aside temporarily when some other issue of immediate urgency has arisen. *Lay on the Table* is out of order if the evident intent is to kill or avoid dealing with an item. This motion requires a majority vote and halts consideration of a question immediately and without debate. After a question has been laid on the table, it can be taken from the table by a majority vote as soon as the interrupting business is disposed of and when no other question is pending.

## 9.12 Voting Procedures

Each Councilmember shall vote on all questions put to the City Council, unless a conflict of interest under State law or appearance of fairness question is present. Unless a member of the Council states that he or she is not voting, his or her silence shall be recorded as an affirmative vote.

If it is determined by majority vote of the City Council as a whole, plus one, that a Councilmember has a conflict of interest under State law or would violate the appearance of fairness doctrine by participating in, and/or voting on, a matter coming before the Council, then the member determined to have the conflict of interest or appearance of fairness doctrine violation shall not participate in or vote on said matter. In the event a challenged member or members requests additional time prior to the challenge having been voted on by the City Council in order for the Councilmember to present further information to the Council, then the City Council's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the City Council, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the City Council shall make its determination as provided above. When the debate appears to be over and if no one indicates a desire to continue discussion, the chair puts the motion to a vote by stating, "If there is no further discussion, cast your votes."

Only those ordinances, resolutions, or motions that receive an affirmative vote by the majority of the present and voting members of the City Council who also constitute a quorum shall be passed or become effective unless other voting requirements are provided by Washington State law. Pursuant to state law, any ordinance or resolution granting or revoking a franchise or license for authorizing the payment of money shall require an affirmative vote of at least a majority of the whole membership of the Council. In order for an ordinance to take effect immediately, rather than 5 days after its publication, the ordinance must receive an affirmative vote of a majority plus 1 of the whole membership of the Council, and designate that the ordinance is a public emergency ordinance necessary for the

protection of public health, public safety, public property or the public peace. Such emergency ordinance may not levy taxes, grant, renew or extend a franchise, or authorize the borrowing of money.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Councilmember will not participate in the discussion and will abstain from the voting process by leaving the Council Chambers until such time as consideration of the item has been concluded.

#### Affirmative Vote

Affirmative votes will be cast in an audible tone of voice.

#### Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring his/her abstention, he/she shall state the reason.

#### Tie Vote

A tie vote results in the motion having failed. The presiding officer may publicly explain the effect of the tie vote for the audience.

#### Reconsideration

Reconsideration of an item will be considered by a majority vote of the Council. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken, and can be made no later than the next regular meeting after which the previous vote was taken.

#### 9.13 Right of Protest

A Councilmember is never required to state reasons for a dissenting vote; provided, however, that any member of the City Council shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Council entered on the minutes.

#### 9.14 Parliamentarian

The Mayor, or in the absence of the Mayor, the Deputy Mayor, shall serve as parliamentarian for the City Council and as such shall decide all questions of parliamentary procedure in accordance with the parliamentary rules contained in *Robert's Rules of Order, Revised*. Before deciding any question of parliamentary procedure, the Mayor may request advice from the City Attorney or designee. In cases where serious errors in procedure are used or contemplated, the City Attorney should give advice even when it has not been requested.

# CHAPTER 10

## Miscellaneous Council Policies

### 10.01 Appointments to Council Advisory Boards and Commissions

Prior to serving on one of Lacey's Advisory Boards and Commissions, the full City Council shall confirm all citizen representative appointments forwarded by the Mayor. Citizen members, serving on Lacey's Boards and Commissions, serve in an advisory role and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. Citizen involvement is a key element in the City Council's decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the [Lacey Municipal Code](#) (LMC), the [Revised Code of Washington](#) and through intergovernmental agreements. (Refer to [Chapter 2, Paragraph 2.13.](#))

Procedure for appointments to Council Advisory Boards and Commissions:

1. All Boards/Commissions are identified as *codified* and *non-codified*.
2. *Codified* Boards/Commissions are defined in the [Lacey Municipal Code](#) (LMC) as City law, or in the [Revised Code of Washington](#) (RCW) as State law. Terms of office, length of service, and meeting times/days are described in the code.
  - A. Planning Commission ([LMC 2.32](#)) 3 year term/2 term limit
  - B. Historical Commission ([LMC 2.42](#)) 3 year term/2 term limit
  - C. Library Board ([LMC 2.46](#)) 5 year term/2 term limit
  - D. Board of Park Commissioners ([LMC 2.44](#)) 3 year term/2 term limit
  - E. Civil Service Commission ([RCW 41.12](#); [LMC 2.52](#)) 6 year term/2 term limit
  - F. Law Enforcement Officers, Fire Fighters (LEOFF) I Disability Board ([RCW 41.26](#)) 2 year term/no term limit
3. *Non-codified* Boards/Commissions are *not* enacted as law in the LMC. A description of these Boards/Commissions, their terms of office, length of service, and meeting times/days can be found in an informational brochure, *Serving on a City of Lacey Advisory Board or Commission*.
  - A. Thurston Community Television Board (TCTV) *no term limits*
  - B. Lodging Tax Advisory Committee 3 year term/no term limit
  - C. Public Facilities District (PDF) 4 year term/no term limit
4. A candidate must be a resident of Lacey or the urban growth area. Specific residency requirements are outlined in the [LMC](#) or [RCW](#) for the Planning Commission, Historical Commission, Library Board, Board of Park Commissioners, Civil Service Commission, and LEOFF Board. There are no other requirements for eligibility.
5. Citizens cannot serve on multiple Boards/Commissions at the same time.

### Recruitment Process

All vacancies will be publicly advertised, unless a current list of qualified candidates exist.

1. Announcements will be placed in the local paper, the City's newsletter, Lacey Life, posted on the Lacey website, and made at televised Lacey City Council meetings.
2. The Mayor and City Clerk will determine if applications will be accepted until the vacancy is filled, or if an ending date will be set.
3. Applications and informational brochures, *Serving on a City of Lacey Advisory Board or Commission*, will be printed and mailed by the City Manager's Department year-round.

#### Application Process

1. Applications are accepted year-round.
2. Applicants are asked to complete an application form and submit a letter of interest and resume.
3. The original application is routed to the City Clerk. Copies of the application are distributed to the Mayor and appropriate staff.
4. A letter of acknowledgement is mailed by the Deputy City Clerk.
5. The Mayor determines the appropriate interview and selection process depending upon the number of applicants, the urgency to fill the vacancy, and the skills, knowledge and abilities required.
6. The Deputy City Clerk sends a notification letter to those who applied, but were not selected. Their applications are kept on file for one year.

#### Appointment Process

1. Citizens are appointed by the Mayor, subject to confirmation by Council at a regular Council meeting, or by the City Manager for the Civil Service Commission.
2. Prior to the Council meeting, the Deputy City Clerk forwards copies of applications, letters of interest, and resumes to the City Council for review and comment.
3. Following the appointment of a citizen to a Board or Commission, the City Clerk prepares a letter of appointment for the Mayor's signature.

#### Recognition Process

1. All members who serve at least one full-term on a Lacey Board or Commission, receive the *Distinguished Public Service Award* at the end of their service. The award is presented at a regular Council meeting. The plaque is ordered by the City Manager's Department and charged to the *Council Special Events* account.

2. On even-numbered years, the Lacey City Council hosts an *Appreciation Dinner* for members of the Council Boards/Commissions. The event is coordinated by the City Manager's Department, and charged to the *Council Special Events* account.

(Refer to [Attachment 10.01A](#) – *Application for Appointment to Lacey City Council Boards and Commissions*, and [Attachment 10.01B](#) – *Serving on a City of Lacey Advisory Board or Commission*.)

#### 10.02 Allocation of Annual City Council Travel and Training Budget

It is the intent of the City Council that each member takes advantage of training and professional development opportunities to broaden his/her understanding of municipal government and enhance his/her role as an elected city official. To that end, funds are annually budgeted to accommodate reasonable travel for conferences, seminars, workshops, and other training opportunities for each Councilmember. Councilmembers are encouraged to attend events sponsored by Association of Washington Cities, National League of Cities, or similar local government associations, including conferences, seminars, legislative meetings, and training programs. (Refer to [Chapter 4, Paragraph 4.04.](#))

Funds allocated to Council travel and training shall be distributed equally by Council position to provide for attendance at regional or national conferences. In addition, adequate funds will be budgeted annually to accommodate travel by the Mayor or other selected Councilmember to meet with the city's congressional delegation to discuss community needs. Unspent funds are non-transferrable and will be returned to the General Fund.

Registration and travel arrangements for the Mayor and Councilmembers are to be coordinated through the City Clerk's office.

Travel authorization and expenditures for Councilmembers requires approval of the Mayor. Travel authorization for the Mayor requires approval by the Deputy Mayor.

All travel and training are subject to City policy.

(Refer to [Attachment 10.02A - Reimbursement for Expenses Incurred in the Conduct of City Business](#); also refer to [Chapter 4, Paragraph 4.04.](#))

## 10.03 Organization and Procedures of City Council

### 1. Council Meetings.

- A. A proposed agenda shall be prepared prior to each meeting of the City Council. The proposed agenda, together with copies of all information to be considered by the Council at the forthcoming meeting, shall be posted to the City's website, and each Councilmember will be notified by email when it's available by 4 p.m. the Friday before the meeting.
- B. The reading of the minutes of the previous meeting shall be dispensed with, provided that such minutes are made available to each Councilmember prior to the meeting, unless the Council directs otherwise. Any amendments or corrections to the minutes shall be stated and agreed to by the Council.
- C. Councilmembers shall attempt to conduct business at all council meetings in a manner, which will allow for adjournment no later than 10:00 p.m.
- D. Robert's Rules of Order, revised, shall govern the deliberations of the Council, except when such rules are in conflict with any of the provisions of [Resolution 620](#), or the ordinances of the city or state law.

### 2. Standing Council Committees.

The standing committees of the Council and the scope of their jurisdiction are as follows:

- A. *Community Relations & Public Affairs:* This committee shall be responsible for policy development and review concerning the city's community relations, historic preservation, and parks and recreation.
- B. *Finance & Economic Development:* This committee shall be responsible for policy development and review concerning the financial matters of the city. The committee shall conduct periodic reviews of the city's budget and report to the Council on revenue and expenditure levels. It shall also consider such other budget, financial and economic development matters it deems appropriate and makes recommendations to the Council.
- C. *Land Use:* This committee shall be responsible for policy development and review of matters referred to the Council by the city's Planning Commission and Thurston Regional Planning Council, as well as urban growth policy, and housing issues.
- D. *General Government & Public Safety:* This committee shall be responsible for policy development and review concerning the general administrative and regulatory functions of the city, including licensing and regulation, intergovernmental relations not falling within the jurisdiction of another standing committee, cultural activities, social and health services, library services, human rights, and such personal policy matters as may be properly before the Council. Committee members shall also review public safety matters, including police, fire, criminal justice, emergency services, dispatch and communication systems, disaster and emergency planning and water safety.
- E. *Transportation:* This committee shall be responsible for policy development and review concerning streets, highways, public transit, sidewalks, bicycle routes, traffic safety, rail, parking and all other transportation matters. This Committee shall also serve as the Council Committee, which reviews regional transportation plans.
- F. *Utilities:* This committee shall be responsible for policy development and review concerning all city utilities including water and sewer, and policy on all energy-related matters. The committee will review existing and proposed

utility service delivery areas and the boundaries for all proposed annexation areas.

3. Authority of Standing Committees.

Standing Council committees shall be concerned primarily with policy matters and responsibilities vested in the legislative body of the city. They shall review policy matters within their general areas of jurisdiction as determined by the Council and shall formulate recommendations to the full Council for action. The standing committees are subordinate to the City Council and the activities of such committees shall not substitute for council action, but shall be designed to facilitate council business.

4. Special Committees.

The Council may create special committees by motion to accomplish specific tasks of limited duration.

5. Appointment of Committee Members.

The appointment of all members of standing and special committees of the Council, including the designation of the committee chair, shall be made by the Mayor with the approval of the Council.

6. Committee Meetings.

All committees should coordinate their activities with one another and with the Council as a whole. The schedule of committee meetings shall be posted at city hall and provided to Councilmembers through regular distributions. All committee meetings shall be open to the public unless the subject matter at such meeting is one upon which the Council as a whole would meet in executive session pursuant to state law. Councilmembers wishing to attend a meeting of a committee which they are not a member should provide the chair of that committee sufficient advance notice to allow compliance with the [State Open Public Meeting Act](#).

7. Committee Reports.

Committee reports may be oral or in writing. However, when complex or particularly significant action is requested of the Council, a recommendation of a committee should be contained within a written report distributed to Councilmembers 48 hours prior to Council consideration.

8. Staff Assistance to Committees.

The City Manager shall provide for such staff assistance to a committee, as the committee chair shall request. If it appears to the City Manager that the amount of staff assistance being requested exceeds budget allocations or interferes with the administrative operations of the city, the City Manager shall bring the situation to the attention of the Mayor.

9. Citizen Involvement.

Any standing or special committee of the Council may seek involvement or advice of citizens of the community through the creation of advisory citizen committees, the holding of neighborhood or other area meetings, or such other means as may be deemed appropriate by the council committees.

*(Refer to [Attachment 10.03A](#) - [Resolutions 893, 842, 620](#); also refer to [Chapter 7](#).)*

#### 10.04 Requesting Council Resolution on Public Issues

As issues arise, individual citizens or groups request Council to take official action as Lacey's governing body in support of or in opposition to issues of interest to them. This document establishes policies and procedures for addressing when and under what circumstances the City Council will take such official action.

Council will consider requests to take official action in support of or in opposition to specific issues when:

1. The issue in question has direct financial or policy implications for the City as a governmental organization; or
2. The issue in question has a direct economic or substantive impact on the Lacey community and is of importance and interest to a broad cross-section of Lacey residents;
3. The issue in question is one that is appropriately addressed by the City Council as opposed to another governing body such as the county, state, or federal government; or when the issue is one that is more appropriately addressed in the courts or through public election.

#### Procedure:

1. The individual or group(s) making the request should be Lacey residents. An individual or group making such request should be based in Lacey.
2. It is generally the policy of the City Council that actions requested on issues of a controversial, political, or divisive nature are appropriate to address only where there is an important and vital community interest to be served by doing so.
3. The City's determination regarding requests for official positions on ballot measures will be in accordance with [RCW 42.17.130](#) (*to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view*).
4. The person (s) making the request must submit a completed *Application Requesting Council Position on Ballot Proposition*, supply a copy of the ballot proposition, and provide supporting documentation, materials, and other pertinent information relative to the action requested of the City Council.
5. Requests must be made at least six weeks prior to the requested Council action date, if any, unless waived by the General Government & Public Safety Committee.
6. The correspondence and associated materials will be reviewed by the General Government Committee whose recommendation regarding the request along with all appropriate materials and information will be forwarded to full Council.
7. The individual or group(s) making the request will be notified of the Committee meeting date and time. Where possible and practicable, the Committee will strive to obtain information from the opposing point of view, and where appropriate will also invite certain representatives of said opponents to the Committee meeting.

8. The Committee will first review the request to determine if it meets the policy requirements and guidelines established in this policy.
9. The Committee will then review the request along with pertinent materials and information to determine if this is a matter they wish to recommend to the full City Council for consideration. If so, a report on the matter, along with the recommendation, will be forwarded to the City Council.
10. If the City Council decides that it will act on the recommendation, the Resolution will be prepared by the City Attorney for consideration at a subsequent Council meeting. If the City Council decides that it is appropriate to officially consider the request, the City Clerk will advertise an open public meeting on the matter including the title and number of the ballot proposition.
11. If the Committee determines that it will not recommend official action on the request, the proponents will be so notified, and, a report on the matter will be presented to the Council for their consideration at the next appropriate meeting.

*(Refer to [Attachment 10.04A](#) - Application Requesting Council Position on Ballot Proposition; also refer to [Chapter 5, Paragraph 5.06](#).)*

### 10.05 Reviewing Public Requests for Proclamations

The Council will consider requests to proclaim certain events or causes, when such proclamations positively impact the community and convey an affirmative message to Lacey residents. Proclamations that are political in nature, that are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.

Procedure:

1. The person(s) making the request should be a Lacey resident(s).
2. The request should be made at least four weeks in advance of a regularly scheduled Council meeting.
3. A local citizen should agree to be in attendance to accept the proclamation.
4. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
5. The City retains the right to decide if the proclamation will be issued or not.
6. The person(s) making the request must submit a completed *Application Requesting a City Proclamation* and submit a copy of the proposed proclamation. A sample proclamation is attached to the application to provide format suggestions.
7. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the General Government Committee for their guidance.
8. Once approved, the proclamation will be added to the appropriate Council agenda.
9. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

(Refer to [Attachment 10.05A](#) – *Application Requesting a City Proclamation*; also refer to [Chapter 5, Paragraph 5.07.](#))

## 10.06 Guidelines for Editorial Board Meeting

In an effort to improve communications and discuss issues of public interest, the Olympian Editorial Board has initiated quarterly meetings with Lacey Councilmembers. This policy is intended to set forth guidelines for attendance and communication at these meetings.

### Procedure:

1. In order to ensure conformance with the [State Open Meetings Law](#), no more than three members of the Council should attend each meeting. If more than three Councilmembers plan to attend, notification of the meeting will be communicated to the public and a record of the meeting shall be maintained.
2. Whenever possible, Councilmembers will rotate attendance at the quarterly Editorial Board meetings. Variance from this practice may occur where it is anticipated that special knowledge or experience on a particular issue may be necessary or desirable.
3. Whenever possible, the City Manager will attend the Editorial Board/Councilmember meeting. The City Manager will participate in discussions and provide supplemental details and information on behalf of the City.
4. When Editorial Board questions arise that involve an expression of a personal opinion or points-of-view as opposed to Council decision or policy, Councilmembers and the City Manager should be careful to distinguish between the two when sharing information and perspectives.
5. At the regular Council meeting immediately following the Editorial Board discussion, the full Council will be briefed regarding the highlights of the meeting.

(Refer to [Chapter 7, Paragraph 7.01.](#))

#### 10.07 Guidelines for Use of Washington Center

The City of Lacey periodically makes the Washington Center available free of charge for events in which the City has a major interest, with the following conditions:

The City of Lacey has two free days available each year at the Washington Center. One *free-day* is designated for City use, and one *free-day* is designated for non-profit use. If the City decides not to sponsor an event, the second *free-day* could be offered to a non-profit agency/organization.

1. Applications will only be accepted from January through July to request a *free-day* in a subsequent year, i.e. to reserve a date in 2004, an application should be submitted between Jan-July of 2003.
2. The requesting group must be non-profit in nature.
3. Use of the Center for the event does not occur more frequently than once each year.
4. No group will receive the use of the City's free day on an annual basis, unless no other eligible applications have been received by the deadline.
5. The event may be used for fund-raising purposes if approved by the Lacey City Council (funds raised in this way would be through admission charges, donation solicitation, or fee assessment).
6. The City determines there is general community interest in the proposed event.
7. The City determines that the activity constitutes a public use that the City is authorized to sponsor.
8. The City will receive formal recognition for its sponsorship, i.e. an announcement during the event, or recognition on a program or flier.
9. The group or individual, using the Center, agrees to hold the City harmless for any claims resulting from use of the Center.
10. Applicant must be willing to meet or comply with all Washington Center rules, regulations, and policies.
11. Applicant agrees to report attendance, participation rate, and other appropriate details in writing.

#### Procedure:

1. Applicant must complete an *Application for Use of the Washington Center* form and return it to the City Manager's office for processing.
2. City Manager's staff will contact the Washington Center to confirm availability of the date requested.
3. The request will be forwarded to the Community Relations and Public Affairs Committee for consideration. Their recommendation will be presented to the full Council for approval.

4. City Manager's staff will notify the Washington Center and applicant of the Council's decision.

*(Refer to [Attachment 10.07A](#) – Application for Use of the Washington Center.)*

#### 10.08 Waiver of Building Permit and Construction Related Fees

The purpose of this policy is to set forth specific requirements, parameters, and processes wherein the City Manager or his/her designee is authorized to waive specified building-related fees to assist low-income families with home ownership and to mitigate construction-related expenses for the Lacey Boys and Girls Club.

The Lacey City Council finds that home ownership by low-income people benefits the general welfare of the City of Lacey and its citizens. The Council also finds that waiving the payment of certain building fees will assist low-income families in owning a home. Further, the City Council has determined it will be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club.

On October 13, 2005, Council passed [Ordinance 1248](#) creating a policy to waive building, plumbing, electrical, and mechanical permit fees, and, water meter, water construction, traffic mitigation, and plan check fees for low-income home construction projects when all of the following provisions apply:

1. The single family residential structure is to be owned and occupied by a qualifying low-income family;
2. The single-family residential structure is located within the City limits;
3. The single-family residential structure meets all building code requirements;
4. A qualified and experienced non-profit 501.C.3 organization sponsors, coordinates, and constructs the low-income single-family residential structure; and
5. The non-profit organization has a track-record, capacity, qualifying requirements, established policies and procedures, and a program of home construction for low-income families very similar or equivalent to that offered through the Habitat for Humanity organization.

The Council herein finds that Habitat for Humanity, a non-profit 501.C.3 corporation, has a long-standing, positive record and an innovative, effective, and successful program of enabling home ownership for low-income families. The Council further finds that Habitat for Humanity low-income housing projects meet the requirements of this policy and qualify for waiver of the above referenced fees, unless otherwise determined by the City Manager.

On January 27, 2011, the City Council approved [Ordinance 1362](#) relating to the provision of services to youth of the community and providing a waiver of certain fees for construction of facilities by the Lacey Boys and Girls Club. The Council therein determined it will be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club.

#### Procedure:

1. Habitat for Humanity, the Lacey Boys and Girls Club, or other qualifying organization, shall submit to the Lacey City Manager a written request for a waiver of fees. The request shall include a thorough response to the above provisions, including the location of the project, an estimated timeframe for

construction, and the name, e-mail, and telephone number of the person responsible for the project.

2. The waiver of fees does not remove responsibility for obtaining all building and related construction permits and associated inspection services. Habitat for Humanity, the Lacey Boys and Girls Club, or other qualifying organizations, are responsible for obtaining appropriate permits and inspections.
3. The City Manager shall make arrangements through Habitat for Humanity, or other qualifying organization, for reimbursement of waived City fees if the home is sold within five years of construction or other time frame consistent with that established by Habitat for Humanity policy.
4. The City Manager is authorized to approve the fee waiver provided all requirements for eligibility are met. The City Manager shall notify all involved departments of said waiver.
5. The City Manager shall notify the Mayor and City Council of a fee waiver and shall include a copy of the request for waiver with such notification.

(Refer to [Attachment 10.08A – Ordinance 1248](#) and [Attachment 10.08B – Ordinance 1362](#).)

### 10.09 Public Art Policy

The purpose of this policy is to define City boundaries and entryways; to create a sense of community identity and character; to reflect the City's history, heritage, values, and culture; to make the community more livable and enjoyable; and, to celebrate the value, benefit, and contribution of art to our society.

The City of Lacey to periodically acquire pieces of art that will enrich our community, promote art appreciation, and enhance the aesthetics of our City. The City Council retains final authority on the selection and placement of all art to be located in public rights-of-way and city-owned buildings within Lacey. It is the intent of this policy that all art placed in the public rights-of-way, or placed on City property be tasteful, non-controversial, and non-offensive.

Public art will be funded in part through revenue generated from an annual 25 cent per capita set-aside. Additionally, funds are to be budgeted in accordance with [Lacey Ordinance 1022](#), which provides that *all appropriations for city construction projects visible and useable by the public, except street and utility projects, which appropriations exceed \$500,000 shall include an amount equal to one-fourth of 1% of the estimated construction cost of such project for works of art.*

1. Selections of public art should accomplish one or more of the following objectives:
  - A. Define City boundaries or entryways into the community Create a sense of community, identity, and character.
  - B. Reflect Lacey's history, heritage, community values and culture.
  - C. Provide interactive opportunities for the general public.
2. Themes for public art should reflect one or more of the following ideas:
  - A. The natural beauty of the City as reflected in its trees and lakes.
  - B. A history of our community as reflected in historic buildings, founding families, and events of historical significance.
  - C. The importance of family and youth in our community.
  - D. Northwest artifacts, symbols and signs, including Native American Art, salmon, orcas, fishing, and timber.
  - E. Vintage style lighting, ornamental poles, landscape furnishings, entry signs, park signs, clocks, bell towers and fountains.
  - F. The rich diversity of the community.
3. Public art should be placed at the following locations to compliment or enhance the surroundings:
  - A. Medians on arterial streets identifying entrances into the City Parks and other similar open spaces.
  - B. Central business district, bounded by Sleater-Kinney, College Street, Pacific Avenue and 3rd Avenue.
  - C. Roundabouts or traffic devices to compliment or enhance the natural landscaping of trees, shrubbery and bushes.
  - D. Civic buildings and grounds, such as City Hall, the Community Center, the Library, Child Care Center, and Senior Center.

Procedure:

1. Catalogue existing art pieces, identifying the artist, the location of the art piece and the purchase cost.
2. Create a map to identify the location of existing art pieces and revise as new pieces are purchased.
3. Develop a list identifying locations to place art pieces over a six-year period; revise the list as pieces of art are placed at the locations identified on the list.
4. Every other year, or as funding is available, the Community Relations Committee will select and recommend one piece of art for purchase.
  - A. Solicit art pieces
  - B. Select from catalogues
  - C. Go out to competitive bid
5. Full Council will review and approve the final purchase and placement.

(Refer to [Attachment 10.09A – Ordinance 1022.](#))

10.10 Youth Representation on Council Advisory Boards & Commissions  
According to Lacey Municipal Code, Sections [2.42.020](#), [2.44.020](#), and [2.46.020](#), it is the policy of the City of Lacey to appoint youth representatives to the Lacey Library Board, Board of Park Commissioners and Historical Commission.

Criteria for Eligibility:

1. 16-18 years of age (16 at time of appointment, not at time of application).
2. Enrolled as a Junior or Senior in the North Thurston Public School District; or enrolled in private school or homeschooled in Lacey or the urban growth area
3. Resident of Lacey or urban growth area.
4. Complete an application and participate in interview process.
5. Commitment to prepare for and attend monthly meetings.

Terms of Office:

1. One position available on the Board of Park Commissioners, the Library Board and the Historical Commission.
2. One-year term from September to September.
3. One term limit.
4. Applications accepted in the spring.
5. Voting member of the Board or Commission.
6. Appointment by the Mayor with confirmation by Council.

Recruitment:

1. In the schools, through administrative staff, teachers, counselors, and peers.
2. In LaceyLife (City newsletter).
3. In local newspapers.

Recruitment and Application Procedure:

March

1. City Clerk or Deputy City Clerk will write a news release to announce vacancies.
2. City Manager's office will distribute flyers and applications to all NTPS high schools.

April 1-June 1

1. Completed applications are returned to City Hall, where Deputy City Clerk will forward to the Mayor and appropriate staff for review.

June 1-30

1. Deputy City Clerk will call applicants to schedule interviews with the Mayor and appropriate staff person (i.e. Parks Director for Parks Board, and Historical Commission; Head Librarian for Library Board). Following interviews, all candidates will be notified of the results.

July

1. The Mayor's recommendation will be made to full Council at the second regularly scheduled meeting in July.
2. The City Clerk will prepare and mail letter of appointment with the Mayor's signature

(Refer to [Attachment 10.10A](#) – Application for Youth Representation on Council Advisory Boards & Commissions.)

### 10.11 Water Utility System

The purpose of this policy is to manage the City's water resources in a manner which will protect environmental quality, provide for the public health, protect fish and other aquatic habitat, provide for a vibrant local economy, and account for anticipated growth mandated by the State Growth Management Act.

In response to limited water resources and despite the City's efforts described below, the Lacey City Council passed [Resolution No. 917](#) on December 21, 2006, creating policies limiting the availability of water for future water customers.

1. Set goals for reducing per capita water usage by adopting a tiered water rate schedule, mandating limitations on summer watering schedules, providing for the use of reclaimed water, providing water conservation services and water audits to its customers and establishing a leak detection program.
2. Promoted water quality by acquiring land along the Woodland Creek corridor, consistently expending funds for habitat enhancement along Woodland Creek.
3. Entered into a lengthy process to eliminate untreated discharges of stormwater into service water bodies within the City's jurisdiction.
4. Adopted a low impact development ordinance and engaging in other activities designed to enhance water quality and salmon restoration.
5. Actively participated in the preparation and implementation of the WRIA 11 Nisqually River Watershed Management Plan and the planning efforts of the WRIA 13 Deschutes River Watershed Management Plan.
6. Partnered with LOTT Alliance for a Water Conservation Coordination Plan.
7. Supported the efforts of the interjurisdictional Stream Team and Project Green.
8. Cooperated with the City of Olympia for joint mitigation of potential impacts of water supply production.
9. Filed applications with the Washington State Department of Ecology for additional water rights and water right transfer.
10. Engaged jointly with the Cities of Olympia and Tumwater in an attempt to acquire and transfer for municipal use existing water rights formerly held by the Brewery located in the City of Tumwater.
11. Secured over one-half of its existing water rights by purchase from private parties with and adjacent to the City's water service area, however, the availability of additional rights to purchase is nearly exhausted.

Since the City was unable to secure water rights and water to provide for the health and safety of an expanding population mandated by the Washington State Growth Management Act, the City Council instituted policies limiting the availability of water for future water customers:

- A. The City shall only commit to future water services pursuant to Subsection B of this Section; provided, however, water services to properties located within the City shall be provided if both water rights and water production is available at the time that buildings located upon such properties are connected to the City's system.

B. Commitments for future water services shall be made by the City only if one of the following conditions applies:

- (1) Sufficient water production is available and the owner or developer of the property provides water rights to the City sufficient to serve such property and the transfer of such water rights for municipal use is approved by the State Department of Ecology.
- (2) The owner or developer of the property provides water rights to the City and facilitates an acceptable water supply agreement with another qualified water purveyor for furnishing to the City sufficient water to serve the subject property.
- (3) The owner or developer of the property enters into an agreement acceptable to the City which commits such owner or developer to use reclaimed water for all irrigation and toilet flushing within the development and, in addition, where feasible and allowed by State law and regulation, use for other purposes within the development. The City shall not approve such an agreement unless a sufficient supply of reclaimed water beyond that needed for water right mitigation is available in the area in question and the agreement makes provision for the installation or advanced payment for the infrastructure necessary to store, distribute, and convey such reclaimed water from LOTT reclaimed water facilities to the development.

C. The City Manager is authorized to enter into such agreements as may be necessary pursuant to the Coordinated Water System Plan for Thurston County for providing of temporary water service by other public water purveyors or water purveyors meeting the requirements of the Washington State Department of Health and regulated by the Washington State Utilities and Transportation Commission to properties which are located within the City's service area but cannot currently be served by the City under the policies adopted.

(Refer to [Attachment 10.11A – Resolution 917.](#))

## 10.12 Spirit of Lacey Award

To establish a program that provides the City Council a formalized means of recognizing individuals, organizations, and businesses who make significant contributions to the betterment of the greater community, or, whose acts of heroism, courage, selflessness, or exceptional volunteerism are worthy of special recognition.

### Eligibility:

1. Individuals
2. Organizations – private, public, and not-for-profit
3. Businesses

### Criteria:

1. Exceptional contributions that promote the betterment of the community (e.g. long-term extraordinary individual or group volunteerism that meets a special need in the community or provides a service not otherwise provided).
2. Actions that provide long-term value and benefit for future generations (e.g. initiating a major new program with broad community-wide benefit and that fills a critical need).
3. Acts of heroism and selflessness (e.g. saving a life, by risking one's own life).
4. Exceptional environmental stewardship (e.g. a major land donation that protects and preserves sensitive environmental property).
5. Extraordinary generosity or investment in the community (e.g. a major cash or land donation valued that helps address an important community need and enhances the overall community).

### Frequency:

1. As merited.

Note: The *Spirit of Lacey Award* is established to recognize 'exceptional' and 'out-of-the-ordinary' contributions to the community. It is intended to be awarded sparingly and on a limited basis so as not to diminish its significance and the extraordinary contributions of recipients.

### Nomination Process:

1. Nominations can be made by submitting a nomination form in writing at any time to the City Council Community Relations Committee, 420 College Street, Lacey, WA, 98509, or via e-mail to [council@ci.lacey.wa.us](mailto:council@ci.lacey.wa.us). Individuals, businesses, and organizations are welcome to submit nominations. Nomination forms should document in detail the significant and extraordinary contributions of the proposed recipient.
2. Information about the *Spirit of Lacey Award*, including this program outline, will be maintained on the City's website for general public access and to encourage submittal of nominations.

Selection Process:

1. The Lacey City Council Community Relations Committee will schedule time at a regularly scheduled meeting to determine if there are any businesses, individuals, or organizations that qualify for the *Spirit of Lacey Award*.
2. Nominations received during the course of the year will be considered along with other recommendations, if any.
3. The Community Relations Committee will review and deliberate on the merits of each nomination utilizing the criteria and principles established herein.
4. Recommendations from the Community Relations Committee will be forwarded to the City Council with documentation supporting the exceptional actions or extraordinary contributions of the individual, business, or organization.

Award and Presentation:

1. *Spirit of Lacey Awards* will be presented to recipients by the Mayor at regularly scheduled and televised City Council meetings.



2. Recipients of the Award will be acknowledged on the City's official website provided permission is granted.

Historical Record:

1. A record of all *Spirit of Lacey Award* recipients will be maintained by the City Clerk and will be made available to the Community Relations Committee as a means of ensuring nominations meet the high standard of exceptional and extra-ordinary contribution to the community.

(Refer to [Attachment 10.12A](#) – *Spirit of Lacey Award Nomination Form*.)

### 10.13 Annexation Policy

To serve as the framework from which specific annexation requests can be reviewed and evaluated.

#### Guiding Principles:

1. The City will ensure that annexations are processed in accordance with State annexation laws in a timely and efficient manner.
2. The City will insure that annexations will include the participation of the annexation area residents through either the petition or election methods of annexation.
3. The City will collaborate on annexations with affected jurisdictions in order to accomplish an orderly transfer of contiguous lands within the urban growth area into the City (county wide policy).

#### Process and Review Criteria:

The City of Lacey will utilize standard criteria, empirical data, and best practices to evaluate annexation requests to ensure they best meet the service delivery, health and safety, quality of life, and financial goals and policies of the City.

#### **Policies:**

1. The City will evaluate all annexations on the basis of their short and long-term community impact. Prior to annexation, the City will perform a study of the annexation area as suggested in the MRSC annexation handbook, which at a minimum, includes the following information:
  - a. Statistical data
  - b. Maps
  - c. Existing public services, level of service, and cost
  - d. Crime statistics
  - e. Roadway condition analysis
  - f. Traffic management deficiencies
  - g. Capital improvement requirements
  - h. Utility assessment
  - i. Water, wastewater, and storm water system assessment
  - j. Environmental assessment
  - k. Urban service needs
  - l. Service requirement costs
  - m. Estimated revenues
  - n. Social and economic characteristics
  - o. Impact on existing inter-local agreements
  - p. Special issues, if any
  - q. Amount of bonded indebtedness to be assumed by the annexation area.
2. The City will consider expanding or contracting the area of a proposed annexation when such an expansion or contraction would serve to make City boundaries more regular, where the area to be served is a logical extension of City service capabilities, or where the best interests of the city are an overriding consideration.
3. Annexation of land should be directly dependent upon the City's ability to provide, acquire, operate and maintain services for public works (streets, stormwater, water and sewer), police protection, parks and recreation, code enforcement and related

municipal services. Annexation should be considered only after the City is satisfied that these services a) can be made available in a manner cost effective to the City, b) are not detrimental to existing services provided Lacey residents, and, c) the annexation is in the best interest of the City.

4. Private streets, facilities and/or utilities located in an annexation area will not be assumed by the City as a result of annexation unless requested and the private streets, facilities and/or utilities meet the City's current standards for construction and maintenance and, it is in the interest of the City to assume this additional responsibility.
5. An area proposed for annexation will assume its prorated share of the City's bonded indebtedness existing at the time of annexation.
6. The City will evaluate proposed annexations based on the following criteria:
  - a. The ability of the City to provide public services at a level equal to or better than that available from current service providers;
  - b. The ability of the City to provide public services at the City's current levels of service;
  - c. Whether the annexation will cause a financial burden or a reduction in level of service to the City or existing citizens.
  - d. Whether the annexation would eliminate an unincorporated island or could be expanded to eliminate an unincorporated island(s);
  - e. Whether the annexation would follow logical boundaries, such as streets, subdivisions, waterways, or substantial topographic changes;
  - f. Whether the annexation would eliminate an irregularity or irregularities in the City's boundaries, thereby improving service delivery;
  - g. The relative costs and affordability to serve the proposed annexation versus the revenue to be derived from annexation.
  - h. The proposed annexation is consistent with the GMA and the adopted Comprehensive Plan.
  - i. The capital cost and affordability to the City of making required infrastructure improvements and/or addressing infrastructure deficiencies.
7. In order to accomplish the above, the City of Lacey will support the following annexation procedures:
  - a. The City Manager will designate the Community Development Department and/or other staff to perform the following:
    - 1) Receive and process annexation requests.
    - 2) Furnish the public and City officials with annexation procedure information
    - 3) Coordinate the preparation of annexation studies, technical studies and assessments on the impacts from annexation
  - b. The City will review the zoning of the annexation area to ensure consistency with the adopted comprehensive plan. The annexation request will be referred to the Planning Commission if a comprehensive plan amendment or rezone is warranted.
  - c. Prior to any annexation, the City will confer with affected special districts and other jurisdictions to assess the impact of annexation.

- d. The City should follow the provisions of [RCW Chapter 35A.13](#) regarding its relationship to water districts when annexation takes place.
- e. Create, update, refine and maintain a City annexation brochure and other informational resources relating to annexation.
- f. Develop a standardized matrix and evaluation process for conducting fiscal feasibility studies to determine the economic impact of proposed annexations.
- g. Develop a priority list of annexations based on the development potential of land within the planning area and the “squaring” up of boundaries for service enhancement. Annexations processed at the request of property owners will be prioritized as they are received.

**Utilities:**

The City of Lacey should support the extension of City utilities into the unincorporated Urban Growth Area, provided the utilities extension meets City standards, is consistent with current City utility policies, and the residents to be served commit to annexation into the City when the City deems annexation is appropriate.

**Policies:**

1. Unincorporated, undeveloped land which is immediately adjacent to the City boundary should be required to annex to the City at the time development is proposed in order to receive the full range of urban services. Provided, the policies and requirements of this document are satisfactorily met.
2. Unincorporated and undeveloped land, which is located within the Urban Growth Area but is not adjacent to the City boundary and is not practical to annex at the time of development may be developed subject to compliance with the Comprehensive Plan and implementation ordinances, standards and guidelines. Connection to utilities should not occur unless public improvements are constructed to City standards and the properties served commit to annexation into the City when the City deems annexation is appropriate.
3. Until adequate water rights are obtained as determined by the City, annexation of undeveloped properties will be considered only if the terms of [Resolution 917](#) are met, summarized below: (Resolution 917)
  - a. Sufficient water production is available and the owner or developer of the property provides water rights to the City sufficient to serve such property and the transfer of such water rights for municipal use is approved by the Department of Ecology.
  - b. The owner or developer of the property provides water rights to the City and facilitates an acceptable water supply agreement with another qualified water purveyor for furnishing to the City sufficient water to serve the subject property.
  - c. The owner or developer of the property enters into an agreement acceptable to the City which commits such owner or developer to use reclaimed water for all irrigation and toilet flushing within the development and, in addition, where feasible and allowed by state law and regulation, use for other purposes within the development. The City shall not approve such an agreement unless a sufficient supply of reclaimed water beyond that needed for water right mitigation is available in the area in question and the agreement makes provision for the installation or advanced payment for the infrastructure necessary to store,

distribute and convey such reclaimed water from LOTT reclaimed water facilities to the development.

4. The City may, by Council approval, coordinate the extension of City utilities and services to developed and undeveloped properties to encourage and guide needed and desirable urban growth, provided that (Resolution 541):
  - a. The owners of lands to be served by such water and/or sewer service agree to participate financially by formation of local improvement district or other means, to the extent and in the manner agreeable to the City, in capital improvements taking or projected to take place.
  - b. The area and property owners served by water and/or sewer are subject to a contractual arrangement wherein it is agreed all utility improvements meet City standards and residents of the area agree to annex to the City at such time the City deems appropriate.
  - c. The owners of lands to be served by such water and/or sewer service, provide when requested by Local Improvement District or other non-City funds, specified water and/or sewer supply, transmission, distribution and storage facilities, intertied with City systems. Ownership and control of such facilities shall be transferred to the City following construction, inspection and acceptance.

Inter-local Agreements:

**Policies:**

1. The City where appropriate, will collaborate with adjacent jurisdictions in the creation of inter-local agreements to provide technical and financial support for the extension and improvement of public services and facilities within in the City's Urban Growth Area.
2. The City supports the Memorandum of Understanding between the Lacey, Olympia Tumwater and Thurston County relating to Urban Growth Area Zoning and Development Standards establishing uniform adoption and implementation of comprehensive plan, zoning and development standards within the Urban Growth Boundary.

The City will participate in the planning for areas outside its boundaries but within its urban growth area to ensure that land uses are compatible with the City of Lacey and Thurston County Land Use Plan for the Lacey Urban Growth Area, goals, polices and land use designations.

RESOLUTION NO. 945

CITY OF LACEY

**A RESOLUTION APPROVING AND ADOPTING THE FISCAL POLICIES OF THE CITY.**

WHEREAS, the stewardship of public funds, their safe-keeping, proper use and management, is one of the greatest responsibilities entrusted to officials and managers of the City of Lacey, and

WHEREAS, the City has established and maintained wise fiscal policies which have enabled City officials to protect the public interest and ensure the public trust, and

WHEREAS, the fiscal policies which have been followed by the City Council and management of the City of Lacey and are intended to be followed in the future, have been set forth in that certain document entitled City of Lacey Fiscal Policies,

NOW, THEREFORE, BE IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, that those certain policies set forth in the document entitled City of Lacey Fiscal Policies, attached hereto and made a part hereof as though fully set forth at length are hereby approved and adopted as the fiscal policies to be followed by the City Council and management of the City of Lacey.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,

This 14<sup>th</sup> day of May, 2009.

CITY COUNCIL

By   
Mayor

Attest:

  
City Clerk

Approved as to form:

  
City Attorney

Resolution No. 945

Page 2 of 2

# City of Lacey Fiscal Policies

## **Purpose:**

The stewardship of public funds, their safe-keeping, proper use and management, is one of the greatest responsibilities entrusted to officials and managers of the City of Lacey. The establishment and maintenance of wise fiscal policies enables City officials to protect public interests and ensure public trust.

This document defines financial practices and policies to be used by the City to meet its obligations and operate in a financially prudent manner.

## **Overall Objective:**

The fiscal policies of the City are to provide a sufficient financial base and the resources necessary to sustain a high level of municipal services to ensure public health, safety, and welfare while maintaining its physical infrastructure and promoting the social well-being of the citizens of the City.

## **Table of Contents**

<b>Reserve Fund Policies .....</b>	<b>2</b>
<b>Budget – Revenue and Expenditure Policies .....</b>	<b>3</b>
<b>Enterprise Fund Policies .....</b>	<b>5</b>
<b>Cash Management and Investment Policies .....</b>	<b>6</b>
<b>Accounting, Financial Reporting, and Auditing Policies .....</b>	<b>7</b>
<b>Debt Management Policies .....</b>	<b>8</b>
<b>Capital Maintenance and Replacement Policies .....</b>	<b>10</b>

## Reserve Fund Policies

### **Purpose:**

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in how external rating agencies (Standard & Poor's and Moody's) measure the City's overall financial strength.

### **Policies:**

1. It will be the policy of the City to maintain an operating reserve at a level of eleven and one half percent (11.5%) of the total General Fund budgeted revenue.
  - a. This reserve will exclude the beginning fund balance and identified one-time revenues.
  - b. Operating reserves are maintained to address temporary revenue shortfalls; payment of approved expenditures due to cash flow shortage; reserves for expenditures deemed necessary by the City Council; and, temporary short-term interfund loans.
2. All expenditures drawn from reserve accounts will require Council approval unless previously authorized by adoption and/or amendment of the annual budget.

## **Budget – Revenue and Expenditure Policies**

### **Purpose:**

The City's budget is the central financial planning document which embodies all operating revenue and expenditure decisions. It establishes the level of services to be provided by each department within the confines of anticipated revenues. The City Council establishes municipal service levels and priorities for the ensuing year prior to and during the development of the preliminary budget.

### **Policies:**

1. The city manager will incorporate the Council's priorities in the formulation of the preliminary and final budget proposal.
2. Adequate maintenance and replacement of the City's capital facilities and equipment will be provided for in the annual budget.
3. The framework of the City's budget is to:
  - a. Establish a plan that allocates resources to achieve specific City goals and objectives and guides the activities of all City operating departments.
  - b. Establish financial control by allocating revenue to various activities through prioritization of programs/projects and allowing officials to ensure legality, accuracy, and conformity to legislative and administrative objectives.
4. The main feature in the development of a budget format is to make the budget document readable and understandable to the general public and City officials.
  - a. The budget format will provide sufficient detail to guide departments in program performance and assist the Council and administrative staff in program evaluation and monitoring.
5. The City shall comply with the budget calendar as outlined in 35A.33 RCW.
6. Each annual budget will be presented to the Council balanced, showing that anticipated expenditures do not exceed anticipated current revenues including Beginning Cash.
  - a. Beginning Cash, as a revenue source, should be limited to one-time expenditures, grants, and capital items/projects that must be carried forward from one budget year to another.
7. The Council adopts the budget by ordinance at the fund level.
8. Any revisions that alter the total expenditures of a department, affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the city manager.
9. If a budget amendment is deemed necessary due to extraordinary department/project expenses or the addition of state/federal grants, such amendments will generally occur only one time during the year and prior to year-end with the adoption of an amending ordinance.
10. The city manager, department directors and managers will review monthly financial reports to monitor and control expenditures to maintain the integrity of adopted balanced budget.
11. Revenue forecasts will be based on the best information available at the time and developed utilizing accepted analytical methods and techniques.
12. The City will develop and maintain a comprehensive list of various fees and charges. Fees will be set at levels sufficient to cover the entire cost of service delivery (i.e., Enterprise Funds), or the service may be subsidized as Council deems appropriate.
  - a. The City will systematically review user fees and rates and consider adjustments as necessary to take into account the effects of additional service costs and inflation.

- b. Rate studies will be conducted to ensure that the rates will continue to support direct and indirect costs of operations, administration, physical plant maintenance, debt service, depreciation (replacement), and moderate system extensions.
  - c. Fees for similar services in other communities may also be considered in rate setting.
- 13. Revenues of a limited or indefinite term ("one-time revenues") will be used for capital projects or one-time operating expenditures to ensure that no ongoing service program is lost when such revenues are reduced or discontinued.
- 14. The City will maintain revenue and expenditure categories according to state statute and administrative regulation.
- 15. All potential grants will be carefully examined for matching requirements. Some grants may not be accepted if the local matching funds cannot be justified. Grants may also be rejected if programs must be continued with local resources after grant funds are exhausted.
- 16. Annual revenues are conservatively estimated for the annual budget as a hedge against possible future economic events that will/could impact City service programs.
- 17. The City will only propose operating expenditures which can be supported from on-going operating revenues.
  - a. Any agreement that would create fixed, on-going expenses must be carefully analyzed to determine current and future obligations it may create.
  - b. Capital expenditures may be funded from one-time revenues but the operating budget expenditure impacts will be reviewed for compliance with this policy.
- 18. Department directors are responsible for managing their budgets within the total appropriation for their department.
- 19. The City will assess and collect funds for services provided internally by other funds.
  - a. The estimated direct and indirect costs (overhead) of service will be budgeted and charged to the fund receiving the service.
  - b. Interfund service fees charged to recover costs will be recognized as revenue to the providing fund.
- 20. Emphasis will be placed on improving individual and work group productivity rather than adding personnel.
  - a. The City will invest in technology and other efficiency tools to maximize productivity.
  - b. The City will hire additional staff only after the need of such positions has been demonstrated and documented.
  - c. Upon vacation of a position, the department director will conduct an assessment of current workload and human resource allocation to determine whether or not to fill that position.
- 21. All compensation planning and collective bargaining will focus on the total cost of compensation which includes all payroll expenses...direct salary/wages, health care benefits, pension contributions, specialty pay, training and educational allowances, and other benefits of a non-salary nature which are a cost to the City.

## Enterprise Fund Policies

### **Purpose:**

Enterprise funds are to be established for City services when it is the intent of the City to finance all costs of services through user charges.

### **Policies:**

1. Enterprise funds will be established for all City-operated utility services...water, wastewater, stormwater, and reclaimed water.
2. Enterprise fund expenditures will be established at a level sufficient to properly maintain the fund's infrastructure and provide for necessary replacement while also contributing to capital development.
3. Each enterprise fund will maintain an adequate rate structure to cover the costs of all operations, including maintenance, depreciation, capital and debt service requirements, reserves (as established by fiscal policy or bond covenant), and any other cost deemed necessary.
4. Rates may be offset from available fund cash after requirements are met for cash flow and scheduled reserve contributions.
5. Enterprise funds will establish and maintain reserves for general contingency and capital purposes consistent with those maintained for general government services.
6. Revenue bonds will be issued only when projected operating revenues and general facility connection fees are insufficient for the enterprise's capital financing needs.
7. The City will insure that net operating revenues of the enterprise constitute a minimum of 1.2 times the annual debt service requirements.
8. Generally, the City will limit the maturities of all utility revenue bond issues to twenty (20) years but under unusual circumstances shall not exceed thirty (30) years.

## **Cash Management and Investment Policies**

### **Purpose:**

Careful financial control of the City's daily operations is an important part of the City's overall fiscal management program. Adequate cash management and investment control requires sound financial planning to ensure that sufficient revenues are available to meet the current expenditures of any one operating period. Once adequate daily cash flow requirements are protected, it is advantageous to prudently invest idle funds until such time as they are required to make expenditures.

### **Policies:**

1. The City's idle cash will be invested on a continuous basis in accordance with the City's adopted investment policies.
2. The City will maintain a formal investment policy which is consistent with policies endorsed by state and national municipal professional organizations.
3. The City will invest idle funds based upon the following priority:
  - a. Legality;
  - b. Safety;
  - c. Liquidity; and,
  - d. Yield.
4. Investments with City funds will not be made for purposes of speculation.
5. The City is prohibited from investing in derivative financial instruments.
6. Proper security measures will be taken to safeguard investments by requiring banking institutions holding City funds to adequately collateralize and insure deposits.
7. Sufficient cash will be maintained to provide adequate funds for current operating expenditures.
8. If not prohibited, the City will pool its cash resources from various funds for investment purposes.
9. The City will select its official banking institution through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services.

## **Accounting, Financial Reporting, and Auditing Policies**

### **Purpose:**

To effectively manage resources and operate the City, a comprehensive accounting system will be maintained.

### **Policies:**

1. The City will establish and maintain a high standard of accounting practices.
  - a. Accounting and budgetary systems will conform to Generally Accepted Accounting Principles (GAAP), the State of Washington Budgeting Accounting Reporting System (BARS), and Lacey Municipal Code (LMC) regulations.
2. The City will meet the financial reporting standards set by the Governmental Accounting Standards Board or other accredited government accounting organization.
3. Full disclosure will be provided in all City financial reports and bond official statements and representations.
4. Annual audits will be performed by the State Auditor's Office and include the issuance of a financial opinion.

## Debt Management Policies

### Purpose:

The issuance of debt by the City and the amount of debt is an important factor in measuring the City's financial performance and condition. A debt policy can assist the Council and staff to integrate the issuance of debt with other long-term planning, financial and management objectives. This policy requires an evaluation of the impact of each debt issue on the City's overall financial position, in addition to providing guidance to not exceed acceptable levels of indebtedness.

### Policies:

1. The City will not use long-term debt to finance current operations.
2. Whenever possible, the City will identify alternative sources of funding to minimize the level of debt.
  - a. The City will examine and pursue all applicable state and federal grant and low-interest loan programs for funding capital improvement projects.
3. Long-term borrowing will be confined to capital improvements or similar projects with an extended life when it is not practical to be financed from current revenues.
4. Debt payment schedules shall not extend beyond the estimated useful life of the asset being financed.
5. The City will keep the average maturity of general obligation bonds at or below twenty (20) years.
6. The City will maintain good communications with bond rating agencies (Standard & Poor's and Moody's) concerning its financial condition, and will take all appropriate and responsible measures to sustain quality bond ratings.
  - a. The City's annual financial report will be distributed to the rating agencies and The National Recognized Municipal Information Repository Securities (NRMIRS) no later than July 31<sup>st</sup> of the following year of the report.
  - b. The report shall include all secondary market disclosure required by the Securities Exchange Commission (SEC).
7. The City may use interfund loans rather than outside debt instruments to meet short-term cash flow needs.
  - a. Interfund loans are to be authorized by Council resolution and will bear interest at least equivalent to prevailing rates set through the Washington State Local Government Investment Pool.
  - b. A short-term, interfund loan is defined as three to five years when cash is available and will not impact the lending fund's current operating requirements.
8. Short-term debt instruments (e.g., Bond Anticipation Notes, etc.), if used, should be limited to twelve to twenty-four months and then only to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
  - a. Exceptions may be necessary for large scale LID/ULID projects.
9. Special Assessment bonds or other self-supporting bonds will be issued in place of general obligation bonds, where possible, to assure the greatest degree of public equity and flexibility for City finances.
10. The City will use the services of legally certified and credible bond counsel and financial advisor in the preparation of all bond representations.
11. The City will comply with all statutory debt limitations imposed by the Revised Code of Washington (RCW).

- a. The City's debt limit will not exceed an aggregated total of 7.5% of the assessed value of the taxable property within the City.
  - b. Compliance with state law and this policy will be documented each year in the City's CAFR.
  - c. The following individual percentages (as defined by state law) will not be exceeded in any specific debt category:
    - i. General Debt 2.5% of assessed value
    - ii. Utility Debt 2.5% of assessed value
    - iii. Open Space and Park Facilities 2.5% of assessed value
12. No debt will be issued for which the City is not confident that a sufficient, specifically identified revenue source is available for repayment.
  13. Credit enhancements will be considered for each long-term bond issue where there is a cost/benefit to the City or unique circumstances warrant the expense.
  14. Reserve accounts will be maintained as required by bond ordinances and where deemed advisable.
    - a. The City will structure such debt service reserves so that they do not violate IRS arbitrage regulations.
  15. The City will use refunding bonds where appropriate when restructuring its current outstanding debt and/or improving restrictive bond conditions.
  16. Unless otherwise justified, the City will use competitive bidding to sell general obligation (UTGO & LTGO) debt with the lowest net interest cost determining the successful bidder.
  17. Negotiated bond sales should be limited to local improvement district financings requiring extended underwriting attention and where special circumstances make a competitive sale impracticable.

## **Capital Maintenance and Replacement Policies**

### **Purpose:**

Capital assets comprise major government facilities, infrastructure, equipment and networks enabling the delivery of public sector services. The quality and continued utilization of these capital assets are essential to the health, safety, economic development and quality of life of those utilizing such assets.

Budgetary pressures may impede investment in the maintenance and replacement of capital assets. Yet deferring essential reinvestment reduces vital public services, endangers public safety, and ensures functional obsolescence. The financial result is increased cost as the physical condition of these assets decline. The City's financial and capital improvement plans must address the continuing investment necessary to properly maintain its capital assets.

### **Policies:**

1. The City shall develop and maintain a complete inventory of all capital assets. This inventory should contain essential information including engineering description, location, physical dimensions and conditions, 'as-build' documents, warranties, maintenance history, book value and replacement cost.
2. The City shall establish a condition/functional performance standard (measurement) for each capital asset and periodically evaluate the physical condition of all existing capital assets in light of these standards. This current condition assessment shall become the basis for a multi-year capital planning and annual budget funding allocation for capital asset maintenance and replacement.
3. Utility service fees shall include a component for repair and replacement.
4. The City shall allocate sufficient funds in its multi-year capital plan and annual operating budget for routine maintenance, repair and replacement of capital assets in order to extend the useful life of these assets and promote a high level of performance from same.



Shaping  
our community  
together

## APPLICATION FOR APPOINTMENT TO LACEY CITY COUNCIL BOARDS & COMMISSIONS

**NAME:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_  
\_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

Do you live within the City limits or the urban growth area (UGA)?  City  UGA

How long have you been a resident? \_\_\_\_\_

What is your interest/objective in serving on this Board or Commission? \_\_\_\_\_

What is your education? \_\_\_\_\_

Do you have other civic obligations and/or memberships in professional organizations?  
(Please list office held, duties, and term of office.) \_\_\_\_\_

What previous experience do you have serving on a board, committee, or commission?  
\_\_\_\_\_

Approximately how many hours each month can you volunteer for this appointment?  
\_\_\_\_\_

Briefly describe any special knowledge, skills, or experience that qualifies you for this  
appointment: \_\_\_\_\_

Where are you currently employed? (Job title, employer, dates, supervisor, phone)  
\_\_\_\_\_

Briefly explain why you would like to serve on a Council Board or Commission:  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE INDICATE WHICH BOARDS OR COMMISSIONS  
YOU WOULD BE INTERESTED IN SERVING ON. CHECK ALL THAT APPLY.**

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Park Commissioners                                       | <input type="checkbox"/> Civil Service Commission |
| <input type="checkbox"/> Planning Commission   | <input type="checkbox"/> Historical Commission    |
| <input type="checkbox"/> Law Enforcement Officers Fire Fighters Disability Board (LEOFF 1) | <input type="checkbox"/> Library Board            |
| <input type="checkbox"/> Thurston County Television Board (TCTV)                           |   |

*The City of Lacey is committed to ensuring varied and diverse representation on all of its Boards and Commissions. All interested citizens are encouraged to apply. In order to be considered, please submit a letter of interest, resume, and application to the Lacey City Council. Either mail or deliver in person to **City of Lacey, 420 College Street SE, Lacey, WA 98509-3400, or fax to 360.412.3185.***

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Appointed: \_\_\_\_\_

## A CHANCE TO SERVE YOUR COMMUNITY ON LACEY ADVISORY BOARDS AND COMMISSIONS

There are many opportunities to be a part of your city government. The boards and commissions described here are advisory to the City Council. Each of the boards influence a part of our lives. While the time commitment for each board may vary, it is all time well spent, bringing satisfaction and a sense of accomplishment for members.

Consider attending one or more meetings of the board or commission of your choice. The current members would welcome your presence, and you would gain an understanding of board operations.



### BOARDS AND COMMISSIONS

There are a variety of boards and commissions on which citizens can serve.

Terms can vary from two to six years and may be either restricted to two terms or run indefinitely. Residency requirements may vary for each board/commission.

#### BOARDS OF PARK COMMISSIONERS 3 Year Term - 2 Term Limit

- Plans for the future development of parks and playground systems in the City
- Offers recommendations to City Council regarding planning, acquisition, construction, development, maintenance, and operation of public recreation facilities and recreational programs
- Meeting times and location will be determined by each Board and Commission.

There are five general commissioners and one youth commissioner. Four of the general commissioners must be Lacey City residents and one can be either a Lacey resident or reside within Lacey's Urban Growth Area. The youth commissioner must reside within Lacey or its Urban Growth Area and must be a junior or senior at a public, private, or home school within the boundaries of the North Thurston Public School District.

#### HISTORICAL COMMISSIONERS 3 Year Term - 2 Term Limit

- Provides leadership in historic preservation and developing information concerning the historical significance of the local area
- Meeting times and location will be determined by each Board and Commission.

There are seven general commissioners and one youth commissioner. Five of the general commissioners must be Lacey City residents and two must be professionals with a background in History, Architecture, Planning, or American Studies. The youth commissioner must reside within Lacey or its Urban Growth Area and must be a junior or senior at a public, private, or home school within the boundaries of the North Thurston Public School District.

#### CIVIL SERVICE COMMISSION 6 Year Term - 2 Term Limit

- Adopts rules for the regulation of personnel matters and competitive examinations for classified employees of the Lacey Police Department
- Hears appeals arising from the administration of the Civil Service Rules and Regulations
- Meeting times and location will be determined by each Board and Commission.

#### PLANNING COMMISSION 3 Year Term - 2 Term Limit

- Develops recommendations for long range planning both in the City and in areas outside the City which may seek annexation
- Conducts public hearings and incorporates ideas, concerns, and desires expressed into long range comprehensive planning goals and policies
- Meeting times and location will be determined by each Board and Commission.

There are nine commissioners - seven must be Lacey City residents and two can be either Lacey City residents or reside within Lacey's Urban Growth Area.

#### LIBRARY BOARD 5 Year Term - 2 Term Limit

- Works with staff in developing long range plans for library services
- Timberland Regional Library District provides staff services and library materials. The City is responsible for facility maintenance and operation
- Meeting times and location will be determined by each Board and Commission.

There are five commissioners and one youth commissioner. Four of the general commissioners must be Lacey City residents and one can be either a Lacey resident or reside in Lacey's Urban Growth Area. The youth commissioner must reside within Lacey or its Urban Growth Area and must be a junior or senior at a public, private, or home school within the boundaries of the North Thurston Public School District.

#### TCTV BOARD OF DIRECTORS 3 Year Term - No Term Limits

- Sets policy for Thurston Community Television to assist residents and organizations to communicate information and exchange ideas through the medium of community access television
- Meeting times and location will be determined by each Board and Commission.

## LEOFF I DISABILITY BOARD

2 Year Term - No Term Limit

- Administers LEOFF I (Law Enforcement Officers, Fire Fighters) Officers' benefits and entitlements
- Meeting times and location will be determined by each Board and Commission.

## APPLICATION PROCESS

The majority of vacancies on Lacey boards and commissions are filled by residents living in the City of Lacey. However, some positions are open to residents in the Urban Growth Area.

To apply for a position, contact the Deputy City Clerk's office at (360) 438-2620. An application will be mailed to you.

Return the application with a letter of interest addressed to the Mayor stating why you are interested in being appointed to a particular board or commission. We suggest you include employment, education, hobby, or other life experience information which relates to the appointment.

## SELECTION PROCESS

The City Council supports appointments which represent all cultural, ethnic groups, and physical abilities. Applicants with a variety of skills, interests, and experiences are encouraged to apply. The City Clerk's office will contact qualified applicants to schedule an interview with the Mayor. The City Council affirms the appointment based on the recommendation of the Mayor.

Members of boards and commissions serve without a monetary compensation.

## LEARNING THE ROPES

Once you have been appointed to a board or commission, what's next?

Staff will contact you to discuss issues under consideration by the board or commission on which you serve. You will also receive periodic updates on current projects and issues. Your attendance at regular and special meetings is critical to the productivity of this organization.

The Lacey City Council appreciates your time and efforts in developing recommendations for their approval. You can contact the Council through the Deputy City Clerk's office by calling (360) 438-2620.

## LACEY CITY COUNCIL

Mayor Andy Ryder  
Deputy Mayor Cynthia Pratt  
Virgil Clarkson  
Jason Hearn  
Jeff Gadman  
Lenny Greenstein  
Michael Steadman

City of Lacey  
420 College St SE  
Lacey, WA 98509-3400  
(360) 438-2620



## SERVING ON A CITY OF LACEY ADVISORY BOARD OR COMMISSION



Shaping our  
community  
together...

## **REIMBURSEMENT FOR EXPENSES INCURRED IN CONDUCT OF CITY BUSINESS**

### **Purpose**

To establish policy and procedure related to travel and reimbursement for eligible expenses incurred in conduct of City business, including Advance Travel Funds.

### **Policy**

It is the policy of the City of Lacey to reimburse City elected and appointed officials, employees, and members of boards and commissions for reasonable expenses incurred in the conduct of their business for the City. Eligible meal reimbursements shall be made for on a per diem basis (see below for eligible meal reimbursements). All other eligible expenses, including lodging and mileage, shall be reimbursed on an actual expense basis. Reimbursement for necessary and reasonable expenses will be made by application and in compliance with this policy and Chapter 42.24, Revised Code of Washington. All persons are to use good judgment and discretion limiting expenses with the best interests of the City foremost in mind. Excessive or unnecessary expenses will not be approved or reimbursed. It is expressly prohibited to use City travel funds for personal purposes.

Payment in advance of travel expenses may be made subject to and in compliance with Chapter 2.58, Lacey Municipal Code, Advance Travel Fund. An advance for approved anticipated travel expenses will not be paid when total estimated expenditures are less than \$50.00.

Any travel time in excess of one day each way, which is brought about by the employee's choice of transportation or schedule, will be charged to the employee as vacation time. When travel is required of employees covered by FLSA standards, travel time may be considered as time worked depending on the time and day of travel. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel. Check with Human Resources Department for more information.

### **Procedure**

#### **Authorization to Travel**

Travel by members of the City Council, City Manager, City employees, and board and commission members shall be specifically provided for in an adopted budget and as provided below:

1. Specific travel expenditures and trip authorization will be approved, **in advance**, in a manner provided for on the **Advance Travel Request** form available on the N: drive in the City's Common Area (see Attachment B for instructions).
2. Unanticipated or emergency travel, initiated during non-business hours, may be authorized provided such approval is received as noted on the **Advance Travel Request** form. If required, the City's credit card may be obtained by contacting the Finance Department.

## Eligible Travel Expenditures

Generally, eligible expenditures include travel and living costs incurred while away from the City as well as expenses incurred within the City necessitated by City business. In the Thurston County area, necessary expenses will be reimbursed only for persons representing the City in his/her official capacity and in the discharge of his/her duties.

All persons are to use good judgment and discretion limiting expenses with the best interests of the City foremost in mind. Excessive or unnecessary expenses will not be approved or reimbursed. It is expressly prohibited to use City travel funds for personal purposes.

1. **Registration** - Actual cost of registration, tuition and fees at a meeting, conference, training, or convention for which he/she has received approval. Registration should be prepaid, and whenever possible, paid through the regular accounts payable process of the Finance Department. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement.
2. **Transportation** - Actual costs for bus travel, train travel, air travel, taxi, tolls, car rentals, and parking fees will be reimbursed provided all air travel shall be on a common carrier and at the most economical class. Payment for air travel shall be at the actual cost from Olympia or SeaTac Airports to destination and return. Travel arrangements will be made in coordination with the Finance Department.
  - A. If personal travel is combined with business travel (or in the case of members of the City Council where they are combining their employer and City travel) thereby qualifying and obtaining a discounted air fare rate, the discount will be prorated between the business and personal portion of the trip.
  - B. Persons using a personally-owned vehicle to travel out of Thurston County on City business will be reimbursed at the rate published by the IRS as the cost per mile allowance provided a City vehicle is not available and provided payment will not exceed the least cost air fare to and from the same destination. If a City-owned vehicle is available for use and the person still elects to use private transportation, mileage will be reimbursed at 50% of the IRS published allowance rate.
  - C. If two or more persons are attending the same out-of-town meeting and one of them is driving a City vehicle and the second person chooses to drive his/her personally-owned vehicle, no mileage reimbursement will be made to the person who elects to drive a personally-owned vehicle. If no City vehicle is to be used, and two or more persons choose to drive their own vehicles, only one mileage reimbursement (based on "B." above) will be paid by the City.
  - D. No mileage reimbursement will be made for casual or occasional use of a personal vehicle within the Thurston County area.

- 
- E. When the length of travel warrants, persons using a City vehicle will secure a gasoline credit card from the Finance Department for the purchase of gasoline, oil, emergency repairs, etc. City-owned credit cards are only for use with City vehicles.
  - F. Airport parking is limited to a maximum of twelve (12) hours. Long-term parking expenses will be reimbursed when “off-airport” parking lots and shuttle services are used e.g., Budget. Only one parking expense will be reimbursed if two or more persons are attending the same out-of- town event.
  - G. The City may arrange for public transportation to minimize salary expenses for travel time.
3. **Rental Vehicles** - Under most circumstances, adequate ground transportation and shuttle services are available to and from the airport at the point of destination. Every effort should be made to use alternate forms of transportation before renting a vehicle. If there are no acceptable alternatives, contact the Finance Department for arrangements and procedures.
- A. Liability coverage (through W.C.I.A.) is in effect when persons operate rental vehicles when in the course of City business. W.C.I.A. also provides property coverage on a rental vehicle while the vehicle is in your “care and custody.”
  - B. The City will not be responsible for the loss of personal items taken from a rental vehicle.
4. **Lodging** – Overnight lodging will only be reimbursed for travel which exceeds 60 miles (one way) from the employees work location, provided exceptions may be authorized for a continuous workshop. Actual cost of hotel/motel accommodations will be reimbursed. If a family member or guest accompanies the person, the person shall submit and be reimbursed for the amount of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted as documentation of the expense. Lodging arrangements requiring a deposit or credit card number to secure reservations will need to be coordinated through the Finance Department.
- A. Persons are to ascertain the availability of and request special government rates.
  - B. Conference announcements usually provide information regarding lodging and its cost. Frequently, only the cost of double accommodation is shown - possibly because it is the same as the single room rate. Unless specifically disclosed in the announcement, the single occupancy rate must be confirmed.
5. **Meals** - Per Diem will be provided in accordance with the U.S. General Services Travel Regulations for authorized travel outside of the Thurston County metropolitan area, and if travel includes an overnight stay. See the Finance Travel Per Diem spreadsheet found on the N: drive in the City’s Common Area for the appropriate per diem meal rate which is based upon the destination traveled to. Meals (excluding continental breakfasts) that are included in a convention, seminar, or other registration fees are not eligible travel expenses. Per Diem reimbursement rates are adjusted annually.

Generally, there is no meal reimbursement for meals eaten **within** the metropolitan Thurston County, Olympia, Lacey, and Tumwater area. Except, meals are reimbursed by the City if:

- A. The meal is included in the cost of registration for a training class or conference. (Meals not included are at the employee's expense, or the employee may bring his/her lunch to the training session.)
  - B. An employee is assigned by his/her Director, in the Director's absence, to attend a non-regularly scheduled business breakfast, lunch, or dinner regarding regional/City issues.
  - C. The circumstances are within the spirit of this policy and approved by the City Manager. Should an unusual or extenuating circumstance arise where a Director believes a meal should be reimbursed which would otherwise not be under this policy, he/she may make application to the City Manager for prior approval for reimbursement.
  - D. To avoid the appearance of a conflict of interest, employees should not allow consultants, vendors, or others with official business with the City to pay for or furnish meals or beverages. For examples of Meal Expense Reimbursement, see Attachment A.
6. **Laundry and Valet Services** - Actual cost of laundry and/or valet service are allowable expenses when City representatives are required to be away from the City for more than four days at one time or the conditions under which they are required to work while away from the City creates a more than normal need for such services.
7. **Business Incidentals** - Charges for telephone, fax, internet, copying, and other office expenses are eligible for reimbursement if necessary for completion of City business. All long distance calls submitted for reimbursement will be itemized on expense reports showing the location and purpose of call. Under most circumstances, calls should be made using SCAN and SCAN long distance services. SCAN user ID cards are available from the Finance Department.

### **Ineligible Expenses**

None of the following expenses will be paid by the City:

1. Travel paid for by any other organization;
2. Alcoholic beverages (including liquor, beer and wine);
3. Valet services (except as provided above);
4. Lodging accommodations, meals or other expenses for family or guests;
5. Fees for sightseeing tours, activities ancillary to the purpose for travel, conference or seminar, and expenditures for entertainment;
6. Personal telephone calls;

7. Mileage when traveling as a passenger in a privately-owned car; and
8. Trip insurance or any other expenditure for personal purposes.

### **Documentation of Expenses**

Meal expenses are reimbursed on a per diem basis and do not require receipts for reimbursement. All other eligible actual expenses incurred in the conduct of business on behalf of the City shall be submitted for reimbursement to the Finance Department and shall be documented with receipts and/or travel vouchers. The **Travel Expense Voucher** form (see Attachment B for location of forms in Lacey's Common Area) has a section for reporting actual expenses. All receipts and travel vouchers are to be attached to this form as documentation of Advance Travel Funds used and/or as support for reimbursement requests.

1. When lodging accommodations are shared between two or more persons, lodging expenses may be submitted by the person paying the bill. All non-lodging charges reflected on such statement which are claimed for reimbursement must be supported by expense vouchers of the individual incurring the charges (excluding meal charges as meal expenses are reimbursed on a per diem basis).
2. Travel reimbursement requests and reconciliation of Advance Travel Funds must be returned to the Finance Department within fifteen (15) days of returning to the City. State law requires an interest penalty for delinquent reports.
3. Claim for reimbursement of any charge which could reasonably raise question should be accompanied by an explanation. Failure to provide adequate documentation (receipts) or explanation for all expenses claimed for reimbursement could result in the employee being personally responsible for the charges.

### **Approvals**

Authorization for travel and expense reimbursement under this policy must be signed, approved, and filed with the Finance Department on the form(s) provided by that office.

Ongoing approval responsibility for specific travel and the reimbursement for expenditures shall be made as follows:

1. For members of the City Council - approval will be made by the Mayor.
2. For the Mayor - approval will be made by the Deputy Mayor.
3. For members of City Boards and Commissions - approval will be made by the City Manager.
4. For the City Manager - approval will be made by the Mayor.
5. For Department Directors - approval will be made by the City Manager.

6. For all other employees - approval will be made by the direct supervisor and/or Department Director.



**Attachment A**

**MEAL EXPENSE REIMBURSEMENT**

Examples:

Who Should Pay For  
Employee?<sup>1</sup>

- 1) Consultant invites City Manager to lunch..... City Manager
- 2) Consultant invites Department Director to lunch..... Dept. Director
- 3) City Manager meets regularly with regional City Managers  
for breakfast, lunch or dinner ..... City Manager
- 4) Department Director meets regularly with regional Counterpart  
Director for any meal ..... Dept. Director
- 5) Employee meets regularly with regional Counterpart for  
for any meal ..... Employee
- 6) Employee is assigned by Director to a non-regularly  
scheduled breakfast or lunch meeting on regional/city issues ..... City
- 7) Councilmember asks to meet over lunch to informally discuss..... Councilmember  
regional/city issues..... and employee
- 8) City Manager or Director asks Councilmember to meet over ..... City Manager ,  
lunch to informally discuss regional/city issues..... Dept. Director, Councilmember
- 9) Council has a non-regular, early worksession at 5:30 pm, prior  
to 7:00 pm council meeting and dinner is brought in..... City
- 10) Council has an extraordinary, special breakfast meeting or lunch  
meeting with visitors to discuss regional/city issues..... City
- 11) Council has a regularly scheduled early morning  
committee meeting and breakfast is ordered..... Councilmembers
- 12) An intergovernmental agency (e.g. LOTT, TRPC) calls a  
special meeting to discuss regional issues ..... City
- 13) An employee attends training at South Puget Sound Community  
College and lunch is not included in the registration fee ..... Employee
- 14) An employee attends one day training, pre-approved, at  
the University of Washington and lunch is not included  
in the registration fee..... Employee
- 15) An employee attends training out of town which includes an overnight  
stay and a meal is not included in the registration fee ..... City
- 16) Department Director asks employee to fill-in for him/her at a  
breakfast, lunch or dinner meeting..... City
- 17) An employee is required to work through lunch or take a shortened  
lunch due to emergency or special project (must be approved) ..... City
- 18) An employee attends a business meeting on behalf of the City  
during breakfast, lunch or dinner ..... City

<sup>1</sup>In the examples provided above, the employee and/or the City should not pay for the lunch of other non-city employees, consultants, councilmembers, etc. To avoid the appearance of a conflict of interest, employees should not allow consultants, vendors, or others doing business with the City to “pick-up” the meal tab.

## Attachment B

To locate all forms mention in this policy and the Per Diem Rates, follow these instructions.

On your computer's desktop you have an icon labeled Department Drives; double click on this icon. You will see a number of folders, look for the folder labeled "City of Lacey Common Area"; double click on this folder. Find the "Templates" folder; double click on this folder. Go to the "Lacey Common" folder and double click to open. Here you will find the **Advance Travel Request** form with tabs to the Per Diem Rates and instructions. You will also find the **Travel Expense Voucher** form.

RESOLUTION 893

CITY OF LACEY

A RESOLUTION RELATING TO THE RESPONSIBILITIES OF COUNCIL COMMITTEES AND MODIFYING THE PROVISIONS OF RESOLUTION 842.

WHEREAS, the Council has passed Resolution 842 which sets forth the organization and procedures of the City Council, and

WHEREAS, the Council finds that there is an uneven assignment of responsibility between standing Council committees and therefore responsibility for land use planning and regulation should be transferred from the General Government and Public Safety Committee to the Finance and Economic Development Committee,

NOW, THEREFORE,

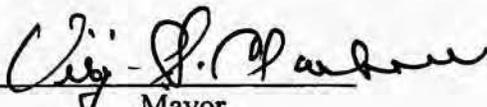
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY,

WASHINGTON as follows:

Those certain responsibilities of the standing committees of the Lacey City Council set forth in Section 3 of Resolution 842 are hereby modified to transfer the responsibility for land use planning and regulation from the General Government and Public Safety Committee to the Finance and Economic Development Committee.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 14th day of April, 2005.

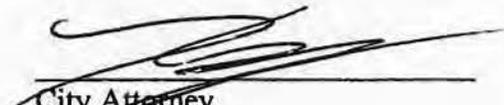
CITY COUNCIL

By   
Mayor

Attest:

Approved as to form:

  
City Clerk

  
City Attorney

RESOLUTION 842

CITY OF LACEY

A RESOLUTION RELATING TO THE ORGANIZATION AND PROCEDURES OF THE CITY COUNCIL.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1: Repeal of Prior Resolution. The organization of the City Council and the procedure for the conduct of its business shall be in accordance with state law, the ordinances of the City and this Resolution. All portions of Resolution 620 relating to the organization and procedures of the City Council are hereby repealed and superseded by the contents of this Resolution.

Section 2: Council Meetings.

A. A proposed agenda shall be prepared prior to each regular Council meeting. The proposed agenda, together with copies of available supporting information, shall be delivered to each Councilmember and made available to the public. By motion, the City Council may amend regular Council meeting agendas as necessary.

B. Unless the City Council directs otherwise, the reading of minutes of the previous regular meeting may be approved under the Consent Agenda, provided that such minutes are made available to each Councilmember prior to the meeting. Amendments or corrections to the minutes shall be stated and agreed to by the Council.

C. Robert's Rules of Order, revised, shall govern the deliberations of the Council, except when such rules are in conflict with state law, Ordinances of the City or this Resolution.

**Section 3: Standing Council Committees.**

**A. Community Relations and Public Affairs:** This committee shall be responsible for policy development and review concerning the City's art, cultural, community relations, historic preservation and parks and recreation activities.

**B. Finance and Economic Development:** This committee shall be responsible for policy development and review concerning the financial matters of the City. The committee shall periodically review the City's budget and financial status and make recommendations to the Council relating to the City's expenditures and revenues, including the level and appropriateness of various non-utility fees and charges. The committee shall also consider and make recommendations to the Council regarding such other budget, financial and economic development matters it deems appropriate.

**C. General Government & Public Safety:** This committee shall be responsible for policy development and review concerning the general administrative and regulatory functions of the City, including licensing and land use regulation, intergovernmental relations not falling within the jurisdiction of another standing committee, social and health services, library services, and such personnel policy matters as may be properly before the Council. Committee members shall also review public safety matters, including police, fire, criminal justice, dispatch and communication systems, disaster and emergency services, and water safety.

**D. Transportation.** This committee shall be responsible for policy development and review concerning streets, highways, public transit, sidewalks, bicycle routes, traffic safety, rail, parking and all other transportation matters. The committee shall review and make recommendations to the Council on matters relating to local and regional comprehensive

transportation plans, transportation improvement proposals and matters referred to the City by the Transportation Policy Board and the Thurston Regional Policy Council.

E. **Utilities:** This committee shall be responsible for policy development and review concerning all City utilities including water, wastewater and stormwater, and energy related matters. The committee will review utility comprehensive plans and improvements, existing and proposed utility service delivery areas and boundaries and issues relating to utility service fees and rates.

**Section 4. Authority of Standing Committees.** Standing Council committees shall be concerned primarily with policy matters and responsibilities vested in the legislative body of the City. Each committee shall review those policy matters assigned by the terms of this Resolution as may be determined by direction of the City Council and shall formulate recommendations to the Council for action. Standing committees are subordinate to the City Council and the activities of such committees shall not substitute for Council action, but shall be designed to facilitate Council business.

**Section 5. Special Committees.** The Council may create special committees by motion to accomplish specific tasks of limited duration.

**Section 6. Committee Meetings.** All committees should coordinate their activities with one another and with the Council as a whole. The schedule of committee meetings shall be maintained at City Hall and provided to Councilmembers through regular distributions. All committee meetings shall be open to the public unless the subject matter at such meeting is one upon which the Council as a whole would meet in executive session pursuant to state law. If a Councilmember who is not a member of a particular committee wishes to attend a meeting of that committee, that Councilmember should provide sufficient advance notice so that the City can assure compliance with

the advance notice provisions of the State Open Public Meetings Act.

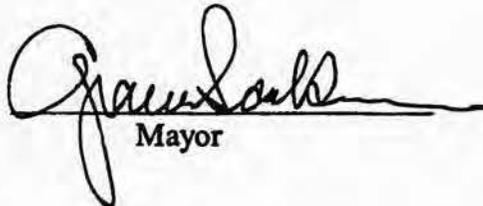
Section 7. Committee Reports. Committee reports may be oral or in writing. However, when complex or particularly significant action is requested of the Council, a recommendation of a committee should be contained within a written report distributed to Councilmembers prior to Council consideration.

Section 8. Staff Assistance to Committees. The City Manager shall provide for such staff assistance to a committee, as the committee chair shall request. If it appears to the City Manager that the amount of staff assistance being requested exceeds budget allocations or interferes with the administrative operations of the City, or interferes with established Council priorities, the City Manager shall bring the situation to the attention of the Mayor and City Council.

Section 9. Citizen involvement. Any standing or special committee of the Council may seek involvement or advice of citizens of the community through advisory task forces, focus groups, neighborhood or other area meetings, or by such other means as the committee may deem appropriate.

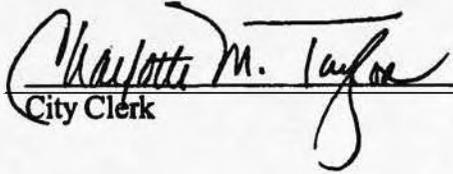
PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,  
this 26th day of July, 2001.

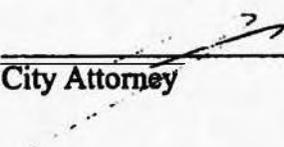
CITY COUNCIL

BY:   
Mayor

Attest:

Approved as to form:

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

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

RESOLUTION 620

CITY OF LACEY

A RESOLUTION RELATING TO THE ORGANIZATION AND PROCEDURES OF THE CITY COUNCIL

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Repeal of Prior Resolution. The organization of the city council and the procedure for the conduct of its business shall be in accordance with state law, the ordinances of the city and this resolution. Resolution 560 relating to the organization and procedures of the city council is hereby repealed and superseded by the contents of this resolution.

Section 2. Council Meetings.

A. A proposed agenda shall be prepared prior to each meeting of the city council. The proposed agenda, together with copies of all information to be considered by the council at the forthcoming meeting, shall be delivered to each council member and made available to the press not less than 48 hours prior to the meeting time.

B. The reading of the minutes of the previous meeting shall be dispensed with provided that such minutes are made available to each council member prior to the meeting, unless the council directs otherwise. Any amendments or corrections to the minutes shall be stated and agreed to by the council.

C. Council members shall attempt to conduct business at all council meetings in a manner which will allow for adjournment no later than 10:30 p.m.

D. Roberts Rules of Order, revised, shall govern the deliberations of the council except when such rules are in conflict with any of the provisions of this resolution, the ordinances of the city or state law.

Section 3. Standing Council Committees. The standing committees of the council and the scope of their jurisdiction are as follows:

A. Budget and Finance. This committee shall be responsible for policy development and review concerning the financial matters of the city. The committee shall conduct periodic reviews of the city's budget and report to the council on revenue and expenditure levels. It shall also consider such other budget and financial matters it deems appropriate and make recommendations to the council.

B. Utilities. This committee shall be responsible for policy development and review concerning all city utilities including water and sewer and policy on all energy related matters. The committee will review existing and proposed utility service delivery areas and the boundaries for all proposed annexation areas.

C. Transportation and Public Safety. This committee shall be responsible for policy development and review concerning streets, highways, public transit, sidewalks, bicycle routes, traffic safety, rail, parking and all other transportation matters

and all public safety matters, including police, fire, criminal justice, emergency services, dispatch and communication systems, disaster and emergency planning and water safety. This committee will also serve as the council committee which reviews regional transportation plans.

D. General Government. This committee shall be responsible for policy development and review concerning the general administrative and regulatory functions of the city, including licensing and regulation, intergovernmental relations not falling within the jurisdiction of another standing committee, cultural activities, social and health services, library services, human rights, and such city personnel policy matters as may be properly before the council.

E. Community Relations and Economic Development. This committee shall be responsible for policy development and review concerning the city's community relations, historic preservation, parks and recreation, non-utility planning, including non-utility matters referred to the council by the city's Planning Commission or the Thurston Regional Planning Council; urban growth policy, housing, and economic development.

Section 4. Authority of Standing Committees. Standing council committees shall be concerned primarily with policy matters and responsibilities vested in the legislative body of the city. They shall review policy matters within their general areas of jurisdiction as determined by the council and shall formulate recommendations to the full council for action. The standing committees are subordinate to the city council and the activities of such committees

shall not substitute for council action, but shall be designed to facilitate council business.

Section 5. Special Committees. The council may create special committees by motion to accomplish specific tasks of limited duration.

Section 6. Appointment of Committee Members. The appointment of all members of standing and special committees of the council, including the designation of the committee chair, shall be made by the mayor with the approval of the council.

Section 7. Committee Meetings. All committees should coordinate their activities with one another and with the council as a whole. The schedule of committee meetings shall be posted at city hall and provided to council members through regular distributions. All committee meetings should be open to the public unless the subject matter at such meeting is one upon which the council as a whole would meet in executive session pursuant to state law. Council members wishing to attend a meeting of a committee of which they are not a member should provide the chair of that committee sufficient advance notice to allow compliance with the State Open Public Meeting Act.

Section 8. Committee Reports. Committee reports may be oral or in writing. However, when complex or particularly significant action is requested of the council, a recommendation of a committee should be contained within a written report distributed to council members 48 hours prior to council consideration.

Section 9. Staff Assistance to Committees. The city manager shall provide for such staff assistance to a committee as the committee chair shall request. If it appears to the city manager that the amount of staff assistance being requested exceeds budget allocations or interferes with the administrative operations of the city, the city manager shall bring the situation to the attention of the mayor.

Section 10. Citizen Involvement. Any standing or special committee of the council may seek involvement or advice of citizens of the community through the creation of advisory citizen committees, the holding of neighborhood or other area meetings, or such other means as may be deemed appropriate by the council committee.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,  
WASHINGTON, this 14th day of January, 1988.

CITY COUNCIL

By Ray M. Boyd  
Mayor

Attest:

Timothy McGuire  
City Clerk

Approved as to form:

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



City of Lacey  
420 College St  
Lacey, WA 98503  
360.438-2620

### APPLICATION REQUESTING COUNCIL ACTION ON A RESOLUTION

Requests for Council to pass a Resolution must be submitted six weeks prior to the requested Council Meeting date, unless waived by the General Government & Public Safety Committee. The City Council meets the 2<sup>nd</sup> & 4<sup>th</sup> Thursday from January through October; and the 1<sup>st</sup> & 3<sup>rd</sup> Thursday during November and December.

**PURPOSE OF RESOLUTION:**

\_\_\_\_\_  
\_\_\_\_\_

**ACTION REQUESTED:**

In support of \_\_\_\_\_ In opposition of \_\_\_\_\_

**INDIVIDUAL, AGENCY, OR ORGANIZATION MAKING THE REQUEST:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

**COUNCIL MEETING DATE REQUESTED:** \_\_\_\_\_

Attach supporting documentation, materials, and other pertinent information relative to the action requested of the City Council, and mail to the Lacey City Council, 420 College Street SE, Lacey, WA 98503; or drop off at Lacey City Hall, 420 College Street SE, City Council counter.

**For Office Use Only:**

*Date Request Received* \_\_\_\_\_  
*Date of General Government Committee* \_\_\_\_\_  
*Applicant Notified of Committee decision on* \_\_\_\_\_  
*Forwarded to Council for action on* \_\_\_\_\_



City of Lacey  
PO Box 3400  
420 College St  
Lacey, WA 98509-3400  
360.438-2620

### APPLICATION TO REQUEST CITY PROCLAMATION

Requests for City Proclamations must be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2<sup>nd</sup> & 4<sup>th</sup> Thursday from January through October; and the 1<sup>st</sup> & 3<sup>rd</sup> Thursday during November and December.

**TOPIC & PURPOSE OF PROCLAMATION:** \_\_\_\_\_

**INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE PROCLAMATION:**

**LOCAL RESIDENT ATTENDING COUNCIL MEETING TO RECEIVE PROCLAMATION:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**COUNCIL MEETING DATE REQUESTED:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_  
Name

Address \_\_\_\_\_

Phone \_\_\_\_\_

Attach a draft copy of your one-page proclamation to this application and return to Lacey City Council, PO Box 3400, Lacey, WA 98509-3400; or drop off at Lacey City Hall, 420 College Street SE.

**For Office Use Only:**

<p>Date Request Received _____</p> <p>Approved _____ Not Approved _____ Applicant Notified _____</p> <p>Date Proclaimed _____</p>
---



CITY OF LACEY  
DEPUTY CITY CLERK  
420 COLLEGE STREET SE  
LACEY, WA 98503  
PHONE: 360.491.3214  
FAX: 360.412.3185  
PEDMONDS@CI.LACEY.WA.US

## CITY OF LACEY APPLICATION FOR USE OF THE WASHINGTON CENTER

- Applications accepted January 1 through July 31 for a free day in a subsequent year -

---

Organization/Agency \_\_\_\_\_

---

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

---

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

---

### ORGANIZATION/AGENCY INFORMATION

Date organization/agency was formed: \_\_\_\_\_

Non-profit: Yes  No  (If yes, attach copy of current non-profit corporate registration)

Describe membership base: \_\_\_\_\_

---

### LIABILITY INSURANCE

Policy name: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

\$ \_\_\_\_\_ - Bodily injury per person

\$ \_\_\_\_\_ - Property damage per occurrence

\$ \_\_\_\_\_ - Combined single limit

Note: If your organization does not have insurance, and the City approves your application, you will need to make arrangements with the Washington Center to have them provide coverage for you.

---

---

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

How frequently is event held: \_\_\_\_\_

Will admission be charged? Yes  No  Will donations be solicited? Yes  No

Date Requested: \_\_\_\_\_ Stage I  Stage II  Stage I & II

---

---

I hereby state on behalf of [ORGANIZATION/AGENCY] \_\_\_\_\_, I that I have read and agree to the City of Lacey Guidelines for Use of Washington Center (attached):

I understand that while the use of the Center is rent free, the responsibility for labor charges and any other out-of-pocket expenses incurred in making the event happen rests with the organization which I represent.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

<p><b><i>For City Use</i></b></p> <p>Date Received: _____</p> <p>Community Relations &amp; Public Affairs Committee: Approved ___ Disapproved ___ Date _____</p> <p>Lacey City Council: Approved ___ Disapproved ___ Date _____</p> <p>Applicant Notified: _____</p> <p>Washington Center Notified: _____</p>
---

CITY OF LACEY

AN ORDINANCE RELATING TO HOME OWNERSHIP BY LOW INCOME FAMILIES, CERTAIN FEES FOR THE CONSTRUCTION OF SUCH HOMES AND ADOPTING A SUMMARY FOR PUBLICATION.

WHEREAS, it is the policy of the City to encourage the construction of homes for ownership by low income families, which, for purposes of this ordinance, are those families having a combined disposable income which is less than fifty percent (50%) of the median income for Thurston County for a household of equal size, and

WHEREAS, in order to promote such construction and ownership, it would be beneficial to the residents of the City to waive certain construction fees for projects which are constructed as part of the Habitat For Humanity Program or another non-profit organization with experience and policies very similar to the Habitat For Humanity Organization and in conformance with the Council Policy adopted by this ordinance,

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1: The City Council hereby adopts that certain policy entitled Council Policy Regarding The Waiver Of Building Permit And Other Construction-Related Fees For Habitat For Humanity Projects, which policy shall be on file with the City Clerk.

Section 2: There is hereby added to the Lacey Municipal Code a new Section 1.20.020 to read as follows:

1.20.020. The City Manager is authorized, in accordance with the standards and conditions set forth in that certain Council Policy entitled Council Policy Regarding The Waiver

Of Building Permit And Other Construction-Related Fees For Habitat For Humanity Projects and on file with the City Clerk, to waive the fees that otherwise would be required under the Lacey Fee Schedule adopted by Resolution of the City Council and the following provisions of the Lacey Municipal Code:

1. "Water Meter Only" and "Construction Water" - LMC Section 13.32.010
2. Building Permit Fee – LMC Chapter 14.04.
3. Mechanical Permit Fee – LMC Chapter 14.05
4. Plumbing Permit Fee – LMC Chapter 14.06
5. Electrical Permit Fee – LMC Chapter 14.13
6. Plan check fees in conjunction with the permits listed above.
7. Transportation Mitigation Fee – LMC Chapter 14.21.

Section 3: The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this  
13th day of October, 2005.

CITY COUNCIL

By *Viggo P. Christensen*  
Mayor

Attest:

*Charotte M Taylor*  
City Clerk

Approved as to form:

*[Signature]*  
City Attorney

Published: *October 19, 2005*  
*Wednesday*

ORDINANCE NO. 1362

CITY OF LACEY

AN ORDINANCE RELATING TO THE PROVIDING OF SERVICES TO YOUTH OF THE COMMUNITY, PROVIDING FOR THE WAIVER OF CERTAIN FEES FOR CONSTRUCTION OF FACILITIES TO CARRY OUT SUCH SERVICES, AMENDING SECTION 1.20.020 OF THE LACEY MUNICIPAL CODE AND ADOPTING A SUMMARY FOR PUBLICATION.

WHEREAS, it is the policy of the City to encourage education and safety for the youth of the community, and

WHEREAS, the Boys and Girls Club of Thurston County provides a facility and perform services in the Lacey to help fulfill this policy, and

WHEREAS, it would be beneficial to the youth of the community and the residents of the City to waive certain construction fees for projects which are constructed to carry out the activities of the Lacey Boys and Girls Club all in conformance with the existing council policy regarding Habitat for Humanity projects, which policy can be amended to comply with the terms of this ordinance, NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. The City Council hereby authorizes the amendment of that certain policy entitled Council Policy regarding the waiver of building permits and other construction- related fees for Habitat for Humanity projects to include both in its title and its content provisions for a similar waiver for projects of the Thurston County Boys and Girls Club for facilities located in the City.

Section 2. Section 1.20.020 of the Lacey Municipal Code is hereby amended to read as follows:

**1.20.020 Council policy regarding the waiver of building permit and other construction-related fees for Habitat for Humanity and Boys and Girls Club projects.**

The city manager is authorized, in accordance with the standards and conditions set forth in that certain Council Policy entitled Council Policy Regarding The Waiver Of Building Permit and Other Construction-Related Fees for Habitat for Humanity Projects as amended to include the Boys and Girls Club of Thurston County and on file with the city clerk, to waive the fees that otherwise would be required under the Lacey Fee Schedule adopted by Resolution of the city council and the following provisions of the Lacey Municipal Code:

- A. "Water Meter Only" and "Construction Water" – Lacey Municipal Code Section 13.32.010.
- B. Building Permit Fee – Lacey Municipal Code Chapter 14.04.
- C. Mechanical Permit Fee – Lacey Municipal Code Chapter 14.05.
- D. Plumbing Permit Fee – Lacey Municipal Code Chapter 14.06.
- E. Electrical Permit Fee – Lacey Municipal Code Chapter 14.13.
- F. Plan check fees in conjunction with the permits listed above.
- G. Transportation Mitigation Fee – Lacey Municipal Code Chapter 14.21.

Section 3. The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,  
WASHINGTON, at a regularly-called meeting thereof, held this 10th day of  
February, 2011.

CITY COUNCIL

By: Tom Nelson  
Mayor

Approved as to form:

[Signature]  
City Attorney

Attest:

Carol Little  
City Clerk

ORDINANCE 1022

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON, PROMOTING AND ENCOURAGING INTEREST AND AWARENESS OF ART IN PUBLIC PLACES BY REQUIRING AN ALLOCATION OF FUNDS IN CONJUNCTION WITH THE CONSTRUCTION OF CERTAIN CITY CAPITAL PROJECTS, AND DESIGNATING A SPECIAL ACCOUNT FOR SUCH FUNDS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON as follows:

Section 1. The purpose of this ordinance is to provide for public funding and to encourage donations, grants or other support for acquisition of art to be placed in public locations within the city of Lacey.

Section 2. All appropriations for city construction projects visible and useable by the public, except street and utility projects, which appropriations exceed \$500,000.00, shall include an amount equal to 1/4 of 1% of the estimated construction cost of such project for works of art.

Section 3. There is hereby designated a special account within Fund 301 to be know as the "Public Arts Account." This Account shall consist of:

- A. Monies appropriated in conjunction with a capital improvement project as set forth in section 3.22.020, hereof.
- B. Monies annually appropriated by the City Council for public art purposes.

C. All monies received from donations, grants, or any other source to be used for public art.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON,

this 12TH day of October, 1995.

CITY COUNCIL

By Jon W. Halverson  
Mayor

Attest:

Approved as to form:

Charlotte M. Taylor  
City Clerk

[Signature]  
City Attorney

Published: October 16, 1995  
Monday

# VOLUNTEER OPPORTUNITIES

## City of Lacey

### Council Boards & Commissions

The Lacey City Council is looking for student representatives to serve on the Library Board, Parks Board, and Historical Commission.

**Apply  
in the  
Spring!**

**April 1 - June 1**

### City of Lacey

420 College Street SE  
PO Box 3400  
Lacey, WA 98509

Phone: 360.438.2620

Fax: 360.412.3185

E-mail: [pedmonds@ci.lacey.wa.us](mailto:pedmonds@ci.lacey.wa.us)

#### Eligible candidates should be:

- 16-18 years of age (16 at time of appointment, not application)
- Enrolled as a Junior or Senior in the North Thurston Public Schools; or enrolled in a private school or home school in Lacey or in the urban growth area
- Resident of Lacey or urban growth area
- Willing to commit to one meeting a month including preparation time

#### Terms of office:

- One-year term from September to September
- One term limit
- Voting member
- Appointed by the Mayor and confirmed by the Lacey City Council

#### To apply:

- Fill out application on back - include a resume
- Mail or drop off application at Lacey City Hall
- Participate in interview process

#### **LIBRARY BOARD**

1st Wednesday at 7:00 p.m.

Develops long-range plans for library services.

#### **HISTORICAL COMMISSION**

1st Monday at 6 p.m.

Provides leadership in historic preservation and developing information about historical significance of the Lacey area.

#### **PARKS BOARD**

4th Monday at 5:30 p.m.

Offers recommendations on park acquisitions, construction, development, maintenance, and operation of public recreation facilities, and recreational programs.



Shaping  
our community  
together

## YOUTH APPLICATION FOR APPOINTMENT TO LACEY CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS

*Please check the Board or Commission you are interested in serving on.*

**Historical Commission**

**Parks Board**

**Library Board**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Length of residence in Lacey \_\_\_\_\_

Date of Birth \_\_\_\_\_

School Attending \_\_\_\_\_

Grade Level \_\_\_\_\_

*Describe school, community, or volunteer activities in which you participate:*

---

---

---

---

---

---

*Why do you want to serve on a Council Advisory Board/Commission?*

---

---

---

---

---

---

To apply, please complete this application and return to the Lacey City Council, along with your resume, at 420 College Street; or mail your application to City of Lacey, Lacey City Council, PO Box 3400, Lacey, WA 98509-3400. Contact: Peri Edmonds at 438.2620; Fax: 412.3185.

Date Received by City Office: \_\_\_\_\_

RESOLUTION NO. 917

CITY OF LACEY

A RESOLUTION RELATING TO THE PROVIDING OF SERVICES BY THE CITY'S WATER UTILITY SYSTEM.

WHEREAS, the City of Lacey has, and intends to continue to manage its water resources in a manner which will protect environmental quality, provide for the public health, protect fish and other aquatic habitat, provide for a vibrant local economy and account for anticipated growth mandated by the State Growth Management Act, and

WHEREAS, the City has set goals for reducing per capita water usage by adopting a tiered water rate schedule, mandating limitations on summer watering schedules, providing for the use of reclaimed water, providing water conservation services and water audits to its customers and establishing a leak detection program and a pipe replacement program, and

WHEREAS, the City has promoted water quality by acquiring land along the Woodland Creek corridor, consistently expending funds for habitat enhancement along Woodland Creek, entering into a lengthy process to eliminate untreated discharges of stormwater into service water bodies within the City's jurisdiction, adopting a low impact development ordinance and engaging in other activities designed to enhance water quality and salmon restoration, and

WHEREAS, the City has been an active participant in the preparation and implementation of the WRIA 11 Nisqually River Watershed Management Plan and the planning efforts of the WRIA 13 Deschutes River Watershed Management Plan, and has entered into partnerships with the LOTT Alliance and the partner jurisdictions of such Alliance for a Water Conservation Coordination Plan, supported the efforts of the inter-jurisdictional Stream Team and Project Green and cooperated with the City of Olympia for joint mitigation of potential impacts of water supply production, and

WHEREAS, the City has filed applications with the Washington State Department of Ecology for additional water rights and water right transfers and is engaged jointly with the Cities of Olympia and Tumwater in an attempt to acquire and transfer for municipal use existing water rights formerly held by the Brewery located in the City of Tumwater, and

Whereas, the City has secured over one-half of its existing water rights by purchase from private parties within and adjacent to the City's water service area, however, the availability of additional rights to purchase is nearly exhausted, and

WHEREAS, despite the efforts described in the previous recitals, the City has been unable to

secure water rights and water to provide for the health and safety of an expanding population mandated by the Washington State Growth Management Act and therefore the City staff, with the approval of the City Council, has instituted policies limiting the availability of water for future water customers and the City Council desires to officially adopt such policies,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Subject to the provisions of Section 2, hereof, the following policies shall govern the decisions of the City regarding the availability of services from the City's Water Utility System:

A. The City shall only commit to providing future water services pursuant to the provisions of Subsection B of this Section. Provided, however, that water services to properties located within the City shall be provided if both water rights and water production is available at the time that buildings located upon such properties are connected to the City's System.

B. Commitments for future water services shall be made by the City only if one of the following conditions applies:

(1) Sufficient water production is available and the owner or developer of the property provides water rights to the City sufficient to serve such property and the transfer of such water rights for municipal use is approved by the State Department of Ecology.

(2) The owner or developer of the property provides water rights to the City and facilitates an acceptable water supply agreement with another qualified water purveyor for furnishing to the City sufficient water to serve the subject property.

(3) The owner or developer of the property enters into an agreement acceptable to the City which commits such owner or developer to use reclaimed water for all irrigation and toilet flushing within the development and, in addition, where feasible and allowed by state law and regulation, use for other purposes within the development. The City shall not approve such an agreement unless a sufficient supply of reclaimed water beyond that needed for water right mitigation is available in the area in question and the agreement makes provision for the installation or advanced payment for the infrastructure necessary to store, distribute and convey such reclaimed water from LOTT reclaimed water facilities to the development.

C. The City Manager is authorized to enter into such agreements as may be necessary pursuant to the Coordinated Water System Plan for Thurston County for the providing of temporary water service by other public water purveyors or water purveyors meeting the requirements of the Washington State Department of Health and regulated by the Washington State Utilities and Transportation Commission to properties which are located within the City's service area but cannot currently be served by the City under the policies adopted herein.

Section 2. The policies set forth in Section 1, hereof, shall be reviewed by the City Council on an annual, or, if necessary, a more frequent basis to determine whether such policies can or should be modified.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 21st day of DECEMBER, 2006.

CITY COUNCIL

By   
Mayor

Attest:

  
City Clerk

Approved as to form:

  
City Attorney



CITY OF LACEY  
CITY CLERK  
420 COLLEGE STREET SE  
LACEY, WA 98509  
PHONE: 360.491.3214  
FAX: 360.412.3185  
CLITTEN@CI.LACEY.WA.US

## SPIRIT OF LACEY AWARD NOMINATION FORM

The purpose of the *Spirit of Lacey Award* program is to recognize individuals, organizations, and businesses who make significant contributions to the betterment of the greater community, or, whose acts of heroism, courage, selflessness, or exceptional volunteerism are worthy of special recognition. Please see attached policy for detailed information on the eligibility, criteria, and process for the program.

### NOMINEE INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Please select one:     Individual     Business     Organization

Provide a detailed explanation of the significant and extraordinary contribution of the nominee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If needed, please use a separate sheet of paper.)*

### NOMINATION FORM COMPLETED BY

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MAIL COMPLETED FORM TO:**    CITY OF LACEY  
CAROL LITTEN, CITY CLERK  
420 COLLEGE STREET SE  
LACEY, WA 98509

## FOR CITY USE ONLY

	NOMINATION FOR SPIRIT OF LACEY AWARD	DATE	INITIALS
1	Nomination received:		
2	Nomination routed to: <ul style="list-style-type: none"> <li><input type="checkbox"/> City Clerk <i>(reviewed for completion)</i></li> <li><input type="checkbox"/> Community Relations Committee</li> <li><input type="checkbox"/> Council</li> </ul>		
3	Reviewed by Community Relations Committee:	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>	
4	Reviewed at Council Worksession:	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>	
5	Nominee contacted:	<input type="checkbox"/> <i>Accepted</i> <input type="checkbox"/> <i>Declined</i>	
6	Applicant notified:		
7	Award ordered:		
8	Presentation of award at City Council meeting:		