



GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE
APRIL 11, 2016
5:30 P.M.
EXECUTIVE BOARD ROOM

1. [COUNCIL POLICIES-PROCEDURES MANUAL](#)
SCOTT SPENCE, CITY MANAGER
(STAFF REPORT ATTACHED)



**GENERAL GOVERNMENT & PUBLIC
SAFETY COMMITTEE MEETING**
April 11, 2016

SUBJECT: Council Policies-Procedures Manual

RECOMMENDATION: Review Council Policies-Procedures Manual

STAFF CONTACT: Scott Spence, City Manager 

ORIGINATED BY: City Manager Department

ATTACHMENTS:

1. [Section 2.12 Intergovernmental Boards & Commissions](#)
2. [Section 10.12 Spirit of Lacey Award](#)
3. [Section 10.02 Allocation of Annual City Council Travel and Training Budget](#)

FISCAL NOTE: None

PRIOR REVIEW: See Background

BACKGROUND:

On June 9, 2011, the Lacey City Council adopted the Council Policies-Procedures Manual to standardize the process for implementing current and new Council practices, procedures, and policies. A review of the policies is performed by the General Government & Public Safety Committee as needed.

At its February 8, 2016, the General Government & Public Safety Committee meeting, Committee members recommended the following:

Section 2.12 Intergovernmental Boards & Commissions:

- *List the ad-hoc committees in the intergovernmental boards & commission section.*

Section 10.12 Spirit of Lacey Award

- *Amend paragraph 3.B to read: "If the Committee determines the nomination does not meet the criteria, the nomination will not be forwarded to the City Council. For those that are not forwarded to the City Council, the Committee will determine the appropriate level of recognition and acknowledgment based on the information received as part of the Spirit of Lacey nomination process."*
- *Delete paragraph 4.*

Section 10.02 Allocation of Annual City Council Travel and Training Budget

- *Further information requested:*
 - *Provide information on how much other cities allocate for Council travel.*
 - *Provide amount each Councilmember spent over the last two years on travel, including out-of-pocket expenses.*
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ADVANTAGES:

1. A review of the Council Policies-Procedures Manual provides an opportunity for Council to review and approve any revisions to the manual to ensure policies remain appropriate and relevant.

DISADVANTAGES:

1. None.

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; Ad Hoc Committees

Councilmembers represent the City on regional intergovernmental boards and commissions, and ad hoc committees 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 and ad-hoc committee activities are presented during regular Council meetings. When a significant issue or key topic is brought forward to the intergovernmental board, commission, or ad-hoc committee (i.e., costs or service impacts to Lacey residents, Lacey Businesses, Lacey taxpayers, and Lacey Utility customers that are not routine but substantial), the Councilmember assigned to the board, commission, or ad-hoc committee will inform the full Council, and/or may invite the agency to a Council Worksession to provide an update on the issue.

~~Assignment and direction of staff in relation to regional meetings are directed by the City Manager. A primary main delegate and alternate will be appointed to intergovernmental boards, /commissions, and ad hoc committees. Alternates are appointed to attend the meetings when the primary delegate is unable to attend to ensure Lacey is represented at the meeting. Assignment and direction of staff in relation to regional meetings are directed by the City Manager.~~

If the primary 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 designated representative can will attend the meeting, the primary main delegate will contact the City Clerk's office as notification as well as to coordinate a potential attendee from Council.

Appointments to these organizations is made by the Mayor with the consent of the City Council at the beginning of a Mayor's new term. A list of Councilmember's preferred choices will be provided to the newly elected Mayor at the first Council meeting in January. Confirmation of these appointments will be made in a Council meeting in January, following consultation with the full Council. A good-faith effort is made to accommodate Councilmembers' preferred choices.

Intergovernmental Boards & Commissions are as follows:

- 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

Ad Hoc Committees are as follows:

- Lacey South Sound Chamber
- LEOFF 1 Disability Board
- Lodging Tax Advisory Committee
- Thurston Chamber Shared Legislative Committee
- Thurston County Coalition Against Human Trafficking
- Thurston Thrives

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. 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.
 - A. If the Committee determines the nomination does meet the criteria, their recommendation will be forwarded to the City Council with documentation supporting the exceptional actions or extraordinary contributions of the individual, business, or organization.
 - B. If the Committee determines the nomination does not meet the criteria, the nomination will not be forwarded to the City Council. For those that are not forwarded to the City Council, the Committee will determine the appropriate level of recognition and acknowledgment based on the information received as part of the Spirit of Lacey nomination process.

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)

10.02 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.~~

Councilmembers may submit for reimbursement of unspent funds, if available, no later than December 1 each year. Each Councilmember requesting reimbursement will receive equal portions of the unspent funds. If a Councilmember's request is lower than the portion of unspent funds received, the difference will be equally divided amongst the other Councilmembers who requested reimbursement.

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.)

Conference Travel Budgets Other Washington Cities

Lakewood - \$14,940

Longview - \$10,000

- One councilmember will usually attend one NLC conference.
- City Manager and Mayor/or councilmember will usually travel to DC to meet with legislators.

Marysville - \$30,000

- The amount is set so that each councilmember can attend the spring NLC conference.
- 1-2 councilmembers will attend the NLC fall conference.
- 3 councilmembers usually attend the AWC conference.

Olympia – No budget allocation designated for Council travel

- Allow one in-state and one out-of-state conference per year.
- Each request is evaluated on a case-by-case basis. It's a discussion between the Councilmember requesting the travel, the Mayor, and City Manager.

Puyallup - \$19,250 (\$2,750 per Councilmember)

- The Mayor and Deputy Mayor usually attend the fall NLC conference.

Vancouver - \$44,500*

**The 2015 budget increased from \$26,300 per year to \$44,500 to allow three councilmembers to attend three best practices tours in 2015. This was a one-time increase.*

- Conference attendance on a first-come, first-served.
- Several attend the local AWC conferences.
- One councilmember will attend the spring NLC conference.
- One councilmember occasionally will attend the fall NLC conference.
- The Mayor travels to DC in the fall to meet with legislators.

COUNCIL TRAVEL COSTS

2015	RYDER		PRATT		CLARKSON		HEARN		GADMAN		GREENSTEIN		STEADMAN	
	Council Travel Budget	Council Out-of-Pocket												
NLC - Spring Conference*	\$2,966.38		\$3,000.00										\$1,742.51	
NLC - Fall Conference	\$1,971.62	\$400.00		\$2,700.00					\$2,705.14		\$2,735.14			
NLC Policy Committee (Summer)		\$1,140.00		\$1,140.00										
NLC Leadership Summit					\$2,170.24									
AWC Annual Conference	\$17.00			\$800.00	\$100.00									
AWC City Action Days													\$75.00	
AWC Mayors Exchange	\$45.00													
Other					\$69.00								\$200.00	
	\$5,000.00	\$1,540.00	\$3,000.00	\$4,640.00	\$2,339.24	\$0.00	\$0.00	\$0.00	\$2,705.14	\$0.00	\$2,735.14	\$0.00	\$2,017.51	\$0.00

2014	RYDER		PRATT		CLARKSON		HEARN		GADMAN		GREENSTEIN		STEADMAN	
	Council Travel Budget	Council Out-of-Pocket												
NLC - Spring Conference*	\$1,682.32		\$2,978.75											
NLC - Fall Conference	\$1,127.68	\$1,200.00	\$21.25	\$2,500.00					\$2,493.95				\$2,183.67	
NLC Policy Committee (Summer)		\$1,140.00		\$1,140.00										
NLC Leadership Summit					\$1,952.57									
AWC Annual Conference				\$800.00										
AWC City Action Days	\$75.00				\$150.00									
AWC Regional Meeting	\$45.00				\$45.00									
AWC Mayors Exchange														
EDC Regional Economic Forecast	\$70.00				\$70.00									
Congressional Delegation DC	\$1,639.72													
Other							\$40.00						\$175.00	
	\$4,639.72	\$2,340.00	\$3,000.00	\$4,440.00	\$2,217.57	\$0.00	\$40.00	\$0.00	\$2,493.95	\$0.00	\$0.00	\$0.00	\$2,358.67	\$0.00

*An additional \$2,000 is budgeted for the Mayor to meet with the congressional delegation in DC, which occurs during the NLC Spring Conference.

Note:

2014 and 2015 NLC Fall Conference (Ryder and Pratt): Out-of-pocket expenses listed are estimates only.

2015 NLC Policy Committee (Pratt): Received her out-of-pocket expenses for lodging and airfare.

2015 NLC Policy Committee (Ryder): Have not received expenses; used Pratt's 2015 expenses as an estimate..

2014 NLC Policy Committee (Ryder and Pratt): Have not received their expenses. Used Pratt's 2015 out-of-pocket expenses to estimate 2014.