Lacey City Council

Policies and Procedures Manual

Updated 09.15.2026

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LAND ACKNOWLEDGMENT

We acknowledge the ancestral land we are on today as the traditional territory of the Tribal People of the Treaty of Medicine Creek, signed in 1854, including the Nisqually Indian Tribe and Squaxin Island Tribe.

We acknowledge, remember, and must not forget those Tribal People that are named but not recognized today, and who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here.

We acknowledge, Indigenous People who called the land home before the arrival of settlers and have been here Since Time Immemorial.

We recognize the relationship that exists between Indigenous People and their traditional territories, which include the religious significance, self-determination, identity, and economic factors. The relationship helps all people heal from the past and learn how not to inflict new wounds today.

We recognize and respect Indigenous People as traditional stewards of this land, and acknowledge the Tribal Governments and their role today in taking care of these lands. We recognize that this land acknowledgment, and the Nisqually-Lacey Accord of 2014, are small steps toward true allyship. We commit to partnering with the Tribal People of the Treaty of Medicine Creek to continue to uplift the voices, experience, and histories of indigenous people of this land and beyond.

We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today. We recommend that community members read the Medicine Creek Treaty of 1854.

Visit www.CityofLacey.org/LandAcknowledgement for more information

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FOREWORD

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

Copies of the document are available on the City of Lacey's website at CityofLacey.org.

The City Council will review amendments or additions to the Council Policies-Procedures Manual, as needed. All amendments or additions to the Council Policies-Procedures Manual will be adopted by City Council Resolution.

Approval and Amendments:

Date	Resolution No.*	Section(s) Amended
June 9, 2011	-	APPROVED
May 9, 2013	-	-
June 25, 2015	-	-
May 12, 2016	-	-
July 28, 2016	-	-
August 23, 2018	-	-
September 13, 2018	-	-
November 1, 2018	-	-
March 14, 2019	-	-
June 25, 2020	-	-
November 2, 2020	-	-
January 21, 2021	-	-
March 18, 2021	-	-
May 20, 2021	-	Naming of Public Facilities and Memorial Roadways
June 17, 2021	-	Public Art Policy Updates
August 19, 2021	1107	Comprehensive Update
December 16, 2021	1112	Remote Participation at Council Meetings
June 2, 2022	1118	Public Comment
September 15, 2022	1120	Flag Policy Update
March 2, 2023	1126	Corporate Sponsorship and Naming Rights Policy
June 15, 2023	1132	Council Policies-Procedures Manual – Chapters 7 & 9
December 7, 2023	1142	Removed references to Council Committees; Comprehensive update
August 06, 2024	1150	Public Comment and Public Hearing update
March 18, 2025	1165	Informational Dinner Meetings
October 7, 2025	1174	Meetings that fall on Election Day and observed Holidays

May 19, 2026	1181	Order of Business update
September 15, 2026	1186	Updates 10.03 subsection on private art donations from individuals or organizations
*Amendments prior to August 19, 2021 did not require resolutions		

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CHAPTER 1

Introduction and Overview

Municipal Code City

The City of Lacey ("City") 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 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 Vision Themes

In 1990, the City 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 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 is a Council-Manager form of government (RCW 35A.13). The City Council ("Council") is the elected governing body of the City. The Council is comprised of seven members elected at large by its community members, each serving four-year staggered terms. The 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 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 advisory boards.

By statute, the Council selects the Mayor 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 Council elects a Mayor and Deputy Mayor 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 Council as chief administrative officer of the City.

1.02 Interpersonal Standards, Protocols, and Ground Rules

The Council values a positive and productive working relationship amongst itself and with neighboring colleagues, City staff, and the public. Toward that end, the Council 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 decision maker 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 community members.
- 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.
- Do not 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.
- Do not be misled by the strong demands of special interest groups – find the long-term public interest of the community as a whole.
- Do not rush to judgment. Seek out the facts before drawing quick conclusions.
- Do not give quick answers when you are not sure.
- Do not 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.
- Do not be afraid to ask questions. It is one of the best ways to learn.
- Vote yes or no on motions. Do not abstain, except when you have a conflict of interest.
- Respect the letter and the intent of the open meetings law.
- Do not 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 Council direction. Many other laws, regulations, plans and documents bind the Council to specific actions and practices.

Lacey Municipal Code (LMC)

The municipal code contains laws and regulations adopted by ordinances. LMC Chapter 2, Administration and Personnel, defines the role of Mayor, Deputy Mayor and Councilmembers, and describes the organization of Council meetings, and responsibilities and appointment of City staff positions and advisory boards. 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 on the City's website at CityofLacey.org at https://lacey.municipal.codes/.

Personnel Policies Manual

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 Manual is located online: CityofLacey.org/union-contracts-policies-pay/

Revised Code of Washington (RCW)

State laws contain many requirements for the operation of city government and the administration of meetings of Councils throughout the state. The City 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 online.

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 Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations. The City Manager prepares and submits a proposed budget to the Council for approval and adoption. The budget is available on the City's website at CityofLacey.org.

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 CityofLacey.org.

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 CityofLacey.org.

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 CityofLacey.org.

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 located on the City's website at: https://cityoflacey.org/resources/disaster-preparedness/

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, 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, located on the City's website at: https://cityoflacey.org/resource_library/guidelines-and-standards/

CHAPTER 2

Council: General Powers and Responsibilities

Overview

The powers of the 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 community members. The City 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. Councilmembers 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, an individual 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. Elected Councilmembers 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 Council: General Powers and Responsibilities

Council and Administration

Councilmembers act as the legislative body with authority to enact laws, adopt the budget, determine service priorities, make public policy, and appoint advisory boards (RCW 35A.13.230). The City Manager and staff serve as 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 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. The Council shall not 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. 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 contracts for court services with the Thurston County Superior Court. The City Manager, Council and staff may not interfere with judicial processes or decisions. The Council has no policy direction over judicial matters.

Legislative Role of Councilmembers

Councilmembers serve important legislative roles in the community. Councilmembers work to establish policy, enact local laws, appoint and supervise officials, decide appointments to advisory boards, and call special elections, when necessary. Elements of these roles include:

- *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 (LMC 2.32, 2.34, 2.42, 2.44, 2.46)
    - Make appointments to advisory boards (RCW 35A.13.080)
    - Provide direction to advisory bodies
- Decide *Council appointments* to Intergovernmental Boards
- Call *Special Elections* when necessary

Council's Role in the Community

Councilmembers serve several community support roles, which are:

- 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
- Make decisions
- Analyze problems/issues
- Review alternatives/solutions
- Determine best course of public policy

2.04 Role of Mayor and Deputy Mayor

The Mayor serves as Chair of the Council and presides over meetings of the Council. The Mayor retains all the rights, privileges, and immunities of a member of the council. The Mayor serves as the head of the City for ceremonial purposes and is recognized by the governor for purposes of military law. The Mayor has no regular administrative duties (RCW 35A.13.030; 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 serves as Mayor in the absence of, or temporary disability of, the Mayor and has all the powers of the Mayor when serving. In addition to the powers conferred upon the Deputy Mayor, they 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). Councilmembers 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).

Procedure

1. If there is no sitting Mayor, prior to the election of the new Mayor, Council nominates and elects an Interim Chair from among its members.

2. In such case, the Interim Chair conducts the election of the Mayor.

3. The Interim Chair calls for nominations.

4. Each member of the Council may nominate one person. Nominations do not require a second.

5. A nominee who wishes to decline the nomination announces this at time of their nomination.

6. The Interim Chair closes nominations.

7. The Interim chair conducts the election by voice ballot for each candidate.

8. The City Clerk records into the minutes of the meeting the manner in which each vote was cast.

9. A nominee must receive a majority vote of the members present in order to be elected.

10. The newly elected Mayor chairs the nominations and election of the Deputy Mayor.

11. The Council follows the same nomination and election process to elect the Deputy Mayor.

If the Mayor or Deputy Mayor resigns, the Council appoints 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 elects, by majority vote, a Chair to preside over the meetings of the Council, using the following procedure:

1. 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.

2. The senior Councilmember announces 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.

3. The senior Councilmember calls for a nomination(s) from the Council. No second is required.

4. The senior Councilmember calls for a vote on the nomination(s) and announces the result.

5. 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.

"Excused" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), receives notification of an absence prior to a meeting.

"Unexcused or absent" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), does not receive notification of an absence prior to a meeting.

A council position becomes vacant if a Councilmember is unexcused or absent for three consecutive Regular meetings of the Council.

(RCW 35A.12.060 as now or hereafter amended).

2.09 Council Vacancy

A Council position is officially 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

Council must receive a written notice with an effective date of resignation. The resignation is effective as of the date provided in the written notice. Council accepts the resignation by a motion and vote.

Appointment Process

The City Manager's office coordinates the recruitment process.

1. The City Manager's office issues an advertisement to the local paper and other media outlets for a 2-3-week period. The announcement includes the requirements necessary to hold office, time to be served in the vacant position, election information, salary information, Council duties, and the deadline date and time for submitting applications (RCW 35A.13.020).

2. The City Manager prepares an application form that requests appropriate information for Council consideration of the applicants. Applications will be available at City Hall, and posted on the website.

3. Applications received by the deadline are copied and distributed to the Council. Packets may contain additional information, such as resumes and references.

4. Prior to interviews, the Mayor requests and accepts suggested interview questions from each Councilmember.

5. The Clerk's office publishes the required public notice for the meeting scheduled for interviewing applicants for consideration for the vacant position.

6. The Clerk's office notifies applicants of the location, date and time of the Council interviews.

Interview Requirements

- 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 Council based on the information contained in the application form.
- The Council will 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

1. 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 Council may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

2. The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.

3. Nominations are closed by a motion, second, and majority vote of Council.

4. Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.

5. The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting must 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.

6. The City Clerk records the votes in the meeting minutes.

7. The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the Council.

8. If a majority vote is not received for a candidate, the Council may postpone elections until another date.

9. The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.

10. 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.

11. 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

Newly-elected Councilmembers are an integral part of the City team. The City Manager'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. The City Manager's office also coordinates Open Government Trainings, as required by state law (RCW 42.56.150). Councilmembers are encouraged to attend the Association of Washington Cities (AWC) annual new member orientation. The Mayor and existing Councilmembers 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 Council.

The City Manager is responsible for the effective administration and management of the City and the efficient delivery of all City services. The City Manager appoints and supervises all Department Directors. 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 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 Council, advises 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 Council evaluates the City Manager's performance on an annual basis, generally in the first quarter of the calendar year, to ensure that both the 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 Council discusses the City Manager's evaluation in Executive Session.

2.12 Organization and Procedures of Council

Council Meetings

1. The City Clerk's office prepares a proposed agenda prior to each meeting of the Council. The proposed agenda, together with copies of all information for consideration by the Council at the forthcoming meeting, is posted to the City's website, and each Councilmember will be notified by email when it is available.

2. 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 are stated and agreed to by the Council.

3. 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.

4. *Robert's Rules of Order, revised*, shall govern the deliberations of the Council, except when such rules are in conflict with state law, or ordinances or resolutions of the City.

(Refer Resolutions 1071, 893, 842, 620; also refer to Chapter 7.)

Special Committees

The Council may create special committees by motion to accomplish specific tasks of limited duration. The Mayor appoints members of Special Committees of the Council, with the approval of the Council. Committee members elect the Chair, who presides over the meeting.

2.13 Council Intergovernmental Boards

Intergovernmental Boards

Councilmembers represent the City on regional intergovernmental boards, including boards, commissions, ad hoc committees, and other regional bodies, 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 represent the consensus of the Council. Personal positions, when given, will be identified and not represented as the position of the City. Councilmembers present reports on intergovernmental boards activities during Regular Council Meetings. When an intergovernmental board,

commission, or ad-hoc committee addresses a significant issue or key topic (i.e., costs or service impacts to Lacey community members, 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 informs the full Council, and/or invites the agency to a Council Worksession to provide an update on the issue.

Appointments

The Mayor appoints Councilmembers to intergovernmental boards. Appointments occur at the beginning of a Mayor's new term and with the approval of the Council Councilmembers provide a list of preferred choices to the newly elected Mayor for consideration at the first Council Meeting in January. The Council confirms these appointments at the following Council meeting in January, after consultation with the full Council. The Mayor makes a good-faith effort to accommodate Councilmembers' preferred choices.

Council appoints a primary delegate and an alternate delegate to each intergovernmental board, commission, and ad hoc committee. Alternate delegates attend meetings when the primary delegate is unable to attend to ensure the City has representation at the meeting. The City Manager assigns and directs staff to serve at regional meetings.

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

If a Councilmember participates in a new Intergovernmental Board or Commission, the Mayor makes an appointment with consent of the Council. Prior to an appointment to a new Intergovernmental Board or Commission, other jurisdictions should be contacted to provide a regional representative. To be recognized as a new Intergovernmental Board or Commission, the body will have one or more elected officials from other jurisdictions other than Lacey.

Intergovernmental Boards are as follows:

- Economic Development Council
- Emergency Medical Services
- Intercity Transit
- Joint Animal Services Commission
- Lacey South Sound Chamber
- Law Enforcement Officers and Fire Fighters (LEOFF) Disability Board
- Lodging Tax Advisory Committee
- LOTT Clean Water Alliance
- Mayor's Forum
- Nisqually River Council
- Olympia Lacey Tumwater Visitor & Convention Bureau

- Olympic Region Clean Air Agency
- Regional Housing Council
- Solid Waste Advisory Committee
- TCOMM 911
- Thurston Climate Mitigation Collaborative
- Thurston County Board of Health (rotating position with other jurisdictions)
- Thurston County Law & Justice Council
- Thurston County Opioid Abatement Council
- Thurston Regional Planning Council
- Transportation Policy Board

2.14 Advisory Boards

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

If a member resigns prior to their 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 Advisory Boards. Positions are advertised on the City's website, through local media, and by word of mouth. Potential candidates are interviewed by the Mayor and staff liaison to the advisory board. The Mayor appoints, subject to confirmation by Council, at a Regular Council meeting, with the exception of the Civil Service Commission.

Codified Advisory Boards are defined in the Lacey Municipal Code as City law, or in the Revised Code of Washington as state law. Additionally, the Advisory Boards Standards, Protocols, and Ground Rules Handbook is available online.

Planning Commission

The nine-member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the City and areas outside the City, which may seek annexation. The Planning Commission determines its own meeting times and location.

Reference:	LMC 2.32
Length of Term:	Three Years
Term Limit:	Two Terms

Number of Members:	Nine Commissioners
Residency Requirements:	Seven of the nine Planning Commissioners must be Lacey City residents. The remaining two Commissioners may be either Lacey residents or residents of Lacey's Urban Growth Area.
Who Appoints:	The Mayor appoints Planning Commissioners, subject to confirmation by the Council.

Historical Commission

The eight-member Historical 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. The Historical Commission determines its own meeting times and location.

Reference:	LMC 2.42
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Seven Commissioners, plus one Lacey Youth Council representative
Residency Requirements:	Five of the seven Commissioners (not including the Lacey Youth Council representative) must be Lacey City residents. Two of the eight Commissioners must be professionals with a background in history, architecture, planning, or American studies. The Lacey Youth Council appoints one member to serve as the youth representative to the Historical Commission.
Who Appoints:	The Mayor appoints Historical Commissioners, subject to confirmation by the Council. The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

Parks, Culture and Recreation Board

The eight-member Parks, Culture, and Recreation Board makes recommendations to the Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. The Parks, Culture and Recreation Board determines its own meeting times and location.

Reference:	LMC 2.44

Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Seven Commissioners, plus one Lacey Youth Council youth representative
Residency Requirements:	Five of the seven Commissioners (not including the Lacey Youth Council representative) must be Lacey City residents. Two of the seven Commissioners can be either a Lacey City resident or a resident of Lacey's Urban Growth Area. The Lacey Youth Council appoints one member to serve as the youth representative to the Parks, Culture and Recreation Board.
Who Appoints:	The Mayor appoints Parks, Culture and Recreation Board members, subject to confirmation by the Council. The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

Library Board

The six-member 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 Timberland Library. The Library Board selects its own chairperson and officers from its membership. Lacey's Timberland Library has one of the highest circulations of the 27 libraries in the Timberland Regional Library system. The Library Board determines its own meeting times and location.

Reference:	LMC 2.46
Length of Term:	Five Years
Term Limit:	Two Terms
	Number of Members: Five Board Members, plus one Lacey Youth Council representative.
Residency Requirements:	Four of the five Board Members (not including the Lacey Youth Council representative) must be Lacey City residents. One of the five Board Members can be either a Lacey City resident or a resident of Lacey's Urban Growth Area. The Lacey Youth Council appoints a Lacey Youth Councilmember to serve as the youth representative.
Who Appoints:	The Mayor appoints Library Board Members, subject to confirmation by the Council. The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

Commission on Equity

The eight-member Commission on Equity, comprised of seven general members and one youth representative, work to identify and advance opportunities that will create a more welcoming community, continue critical conversations on race and equity, seek greater participation from underrepresented community members, and identify existing gaps and barriers which could prevent full participation in government and public policy.

Reference:	LMC 2.34
Length of Term:	Three Years
Term Limit:	Two, if there are no applicants for a vacant term on month prior to the expiration of the term, the incumbent may be reappointed to an additional three-year term.
Number of Members:	Seven Commissioners, plus one Lacey Youth Council representative .
Residency Requirements:	Commissioners (not including the Lacey Youth Council representative) may be a Lacey City resident or reside within Lacey's Urban Growth Area.
Who Appoints:	The Mayor appoint Commission on Equity members, subject to confirmation by the Council. The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

LEOFF Disability Board (Law Enforcement Officers Fire Fighters)

The 5-member Law Enforcement Officers and Fire Fighters (LEOFF) Disability Board administers LEOFF I benefits and entitlements. The LEOFF Disability Board determines its own meeting times and location.

Reference:	RCW 41.26.110
Length of Term:	Two Years
Term Limit:	No term limit
Number of Members:	Five Board Members
Residency Requirements:	Two members must currently serve on the Lacey Council. Two members must be active or retired City law enforcement officers. One member must be from the public at large who resides within the City.
Who Appoints:	The Mayor appoints two Councilmembers, subject to confirmation by the Council. Law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board elect and appoint the two law enforcement Board Members. The remaining Board

Members appoint the one at-large Board Member.

Civil Service Commission (City Manager appointed)

By statute, the City Manager appoints members to the Civil Service Commission. The three-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. The Civil Service Commission determines its own meeting times and location.

Reference:	LMC 2.52.040; RCW 41.12
Length of Term:	Six Years
Term Limit:	Two Terms
Number of Members:	Three Members
Residency Requirements:	Civil Service Commissioners may be Lacey City residents or residents of Lacey's Urban Growth Area.
Who Appoints:	The City Manager appoints Civil Service Commissioners.

Lodging Tax Advisory Committee (LTAC)

The five-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. The Lodging Tax Advisory Committee determines its own meeting times and location.

Reference:	RCW 67.28.1817; LMC 3.03.045
Length of Term:	Three Years
Term Limit:	No term limit
Number of Members:	Five Members
Residency Requirements:	One member must be an elected official of the City, and will serve as Chair. Two Committee Members must represent businesses that collect the lodging tax, and two Committee Members must represent activities authorized to be funded by lodging tax revenues.
Who Appoints:	The Mayor appoints Lodging Tax Advisory Committee members, subject to confirmation by the Council.

Non-codified Advisory Boards are *not* enacted as law in the LMC.

Public Facilities District (PFD)

The seven-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. The Public Facilities District Board determines its own meeting times and location.

Reference:	RCW 82.14.390
Length of Term:	Four Years
Term Limit:	No term limit
Number of Members:	Seven Board Members
Residency Requirements:	The Public Facilitates District Board must have one member from each jurisdiction, and three regional members.
Who Appoints:	Four members are representatives from each jurisdiction (Lacey, Olympia, Tumwater, and Thurston County). The Mayor appoints Lacey's representative, subject to confirmation by the Council. Each jurisdiction appoints their own representative. Three members are regional representatives, subject to recommendations from local business and community organizations, and appointed by the elected bodies of all four jurisdictions.

Removal of Advisory Board Member:

General or Lacey Youth Council representatives who serve on the LMC codified Advisory Boards (e.g., Commission on Equity, Historical Commission, Library Board, Parks, Culture and Recreation Board, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Advisory Boards Standards, Protocols, and Ground Rules Handbook. The Council may remove a general member or Lacey Youth Council representatives who have 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 their designee, will conduct a fact-finding process to fully assess whether the Board or Commission member's actions meet the criteria for removal.

(Refer to Chapter 2, Section 2.15, Appointments to Council Advisory Boards.)

2.15 Appointments to Council Advisory Boards

Prior to serving on one of Lacey's Advisory Boards, the full Council confirms all community member representative recommended for appointment by the Mayor. Community members, serving on Lacey's Advisory Boards, serve in an advisory role and make recommendations on issues related to land use, zoning, social services, parks, library services, equity, and historical matters. Community involvement is a key element in the Council's decision-making process. The duties and responsibilities of advisory boards members are defined in the Lacey

Municipal Code (LMC), the Revised Code of Washington and through intergovernmental agreements. *(Refer to Chapter 2, Section 2.13.)*

Procedure for appointments to Council Advisory Boards:

1. All Advisory Boards are identified as *codified* and *non-codified.*

2. *Codified* Advisory Boards 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. Parks, Culture and Recreation Board (LMC 2.44) *3 year term/2 term limit*
    e. Commission on Equity (LMC 2.34) *3 year term/2 term limit*
    f. Civil Service Commission (RCW 41.12; LMC 2.52) *6 year term/2 term limit*
    g. Law Enforcement Officers, Fire Fighters (LEOFF) I Disability Board
    a. (RCW 41.26) *2 year term/no term limit*
    h. Lodging Tax Advisory Committee (LMC 3.03.045) *3 year term/no term limit*

3. *Non-codified* Advisory Boards are *not* enacted as law in the LMC. A description of these Advisory Boards, their terms of office, length of service, and meeting times/days can be found on the City's website, www.CityofLacey.org.

    a. Public Facilities District (PFD) *4 year term/no term limit*

4. See residency requirements listed above. Specific residency requirements are outlined in the LMC or RCW for the Planning Commission, Historical Commission, Library Board, Parks, Culture and Recreation Board, Civil Service Commission, Commission on Equity, and LEOFF Board.

5. Community members cannot serve on multiple Advisory Boards at the same time.

Recruitment Process

The City Clerk's office ensures that all vacancies are publicly advertised, unless a current list of qualified candidates exist.

1. The City Manager's office announces vacancies to the press, in the City's newsletter, Lacey Life, posted on the Lacey website, at Lacey Council meetings, and with other City media platforms.

2. The Mayor and City Clerk determine if applications will be accepted until the vacancy is filled, or if an ending date will be set.

Application Process

1. The City accepts applications year-round.

2. Applicants must submit a completed application form, a letter of interest, and a resume.

3. Staff route original applications to the City Clerk's office. The City Clerk's office distributes copies of the application to the Mayor and appropriate staff.

4. The City Clerk's office provides a notification of acknowledgment to the applicant.

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 City Clerk's office sends a notification letter to those who applied, but were not selected. Their applications are kept on file for one year.

Appointment Process

1. The Mayor appoints community members, subject to confirmation by Council at a Regular Council Meeting, or by the City Manager for the Civil Service Commission.

2. At the Regular Council Meeting appointments are to be considered for confirmation, application materials of appointees are included in the meeting packet for Council review.

3. Following the appointment of a community member to an advisory board, the City Clerk's office prepares a letter of appointment for the Mayor's signature.

Recognition Process

1. All members who serve at least one full-term on a Board/Commission, receive the *Distinguished Public Service Award* at the end of their service. The award is presented at a Regular Council Meeting. The City Manager's office orders the plaque and charges the cost to the *Council Special Events* account.

2. The City may host an *Appreciation Event* for members of the Council Advisory Boards. The City Manager's office coordinates the event..

(Refer to Application for Appointment to Lacey Council Boards.)

2.16 Lacey Youth Council

The Lacey Youth Council serves as an avenue for the Lacey Council to proactively engage with our community's youth and empower Lacey's youth to become future leaders. The

Lacey Youth Council serves as an advisory body to the Lacey Council on youth perspectives related to community matters.

Structure

1. The Youth Council is comprised of up to fifteen (15) members recruited from the following organizations: North Thurston Public Schools, local private high schools, and home school organizations.

2. The Youth Council selects a Youth Council Mayor and Deputy Mayor from among its members. The Youth Council Mayor and Deputy Mayor must be juniors or seniors with one previous year in Youth Council. School level and previous Youth Council experience requirements may be waived at the discretion of the Mayor of Lacey.

3. All members of the Youth Council have an equal vote.

4. Youth Council members may serve for up to three (3) terms. If a Youth Council member graduates or leaves high school, they are no longer eligible to serve on the Youth Council.

5. The Youth Council tries to use Robert's Rules of Order.

6. City staff will conduct ongoing civic educational sessions and trainings throughout the duration of the year.

Meeting Times

1. The Youth Council typically meets twice a month during the school year or from September to June. Meetings typically include one Regular Meeting and one Worksession meeting. Youth Councilmembers may attend meetings remotely if they cannot make the meeting in-person, if feasible.

2. All Youth Council Regular and Worksession meetings are limited to two (2) hours.

3. The Youth Council may schedule additional Youth Council meetings, events, and activities, as needed. Youth Council Special meetings, events, and activities may exceed two (2) hours.

4. Youth Council members must notify designated City staff if they are unable to attend a Regular Meeting, Worksessions, Special meetings, events, or activities.

Representation on Lacey Council Advisory Boards

1. Four (4) Youth Councilmembers that are junior or seniors will serve as the Youth Representatives to one of the following City Advisory Boards:

    a. Historical Commission;

b. Parks, Culture and Recreation Board;

c. Library Board; and

d. Commission on Equity.

2. Youth Representatives to City Advisory Boards will be confirmed by the Lacey City Council.

Council Interaction

1. All Lacey Councilmembers will be assigned at minimum one (1) Youth Council meeting to attend during the year.

2. Once a month, selected Youth Council members will deliver a report to the Lacey Council.

Projects

1. The Youth Council will pursue at minimum one (1) public service and community engagement project during the year.

2. Youth Council may participate in other volunteer and engagement efforts, such as but not limited to:

a. providing support for City events; and

b. attending Youth Action Day or other leadership summits.

Recruitment

1. The City will coordinate with North Thurston Public Schools, local private schools, and home school organizations to promote the Youth Council and solicit applications to the Youth Council.

Selection Process

1. Applicants must be in their freshman, sophomore, or junior year at the time of application.

2. The City Mayor reviews all applications and selects candidates for interview. The interview panel consists of the City Mayor, City staff, and if possible, former members of the Youth Council.

3. After candidate interviews, the City Mayor selects individuals to recommend to the full Lacey Council for service on the Lacey Youth Council. Lacey Council will confirm the selection of Lacey Youth Councilmembers.

4. Once confirmed to the Lacey Youth Council, the City will notify the selected individuals of meeting times, training requirements and next steps.

Replacement Process

1. If a member of the Youth Council resigns, moves, graduates from high school, or is removed due to behavior, or conduct then the vacated position will be filled as soon as possible.

2. If a member of the Youth Council is unexcused or absent for a total of three (3) consecutive meetings, without being approved by appropriate City liaison, the City Council may remove this member. The vacated position will be filled as soon as possible.

3. Previous eligible applicants will receive notification of the vacancy and recruitment activities to fill the position. The City Mayor reviews potential candidates and recommends an individual to be appointed by the City Council to the vacated the position.

2.17 Advisory Board Stipend Program

This program is to offset incurred expenses for participating on City advisory boards, e.g., expenses incurred for travel, parking, internet, childcare, etc. These necessary expenses may present barriers to participation for community members.

This program is not compensation or payment for services but is a nominal fee to cover expenses that are necessarily incurred incidental to the volunteer activity performed by advisory board members.

Advisory board members remain volunteers and are not employees of the City.

Definitions

"Meetings" mean all regularly or special scheduled advisory board public meetings and joint public meetings between the advisory board and the Council. "Meetings" do not include informal discussion or planning sessions with City staff. "Meetings" do not include engagement activities.

"Opt-in" means the voluntary enrollment of an advisory board member in the Advisory Board Stipend Program. To opt-in, advisory boards members would have to complete all necessary forms as determined by the City Manager. Advisory board members will have the ability to opt-in within 60 days of appointment or annually from January 1 to February 28.

Budget Appropriation

This program is dependent on receiving funding through the budget process. If unfunded, Section 2.17 is not in effect.

Program Scope
This program applies to the following advisory boards:

A. Park, Culture, and Recreation Board

B. Civil Service Commission

C. Commission on Equity

D. Historical Commission

E. Law Enforcement Officers & Fire Fighters (Disability Board)

F. Library Board

G. Planning Commission

H. Youth Council

I. Lodging Tax Committee

J. Ad hoc advisory boards or task forces created by the Council

This program does not apply to Councilmembers or current City employees serving on any of the above listed advisory boards.

Stipends Amounts
Advisory board members must opt-in to the program to receive the following stipends:

A. $50 per meeting attended per person, whether virtually or in-person.

B. Lacey Youth Council members serving as Youth Representatives to the Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board will receive $50.00 per Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board attended, whether virtually or in-person.

C. No advisory board member may receive more than $500.00 annually (from January to December) as part of this program.

The City shall provide stipends to advisory board members at an interval determined by the City Manager's Office, but distributed no fewer than four (4) times annually. All stipends will comply with applicable federal tax requirements.

Benchmarks
The City shall determine reporting metrics for this program and provide an annual review of the program to the Council. Due to advisory board term lengths and various term limits, impacts of the program may not be discernable immediately.

Implementation

The City Manager's Office will work with the City Clerk's Office, advisory board staff liaisons, and the Finance Department to establish a reporting process for the program, including the development of an attendance verification system to document meeting attendance.

CHAPTER 3

Administrative Support to the Council

3.01 Staff/Clerical Support

The City Manager's office provides administrative support to members of the Council. Administrative support includes, but is not limited to:

- scheduling of appointments
- receipt of telephone messages and community member requests
- processing mail, travel, and training arrangements
- managing correspondence
- copying and printing 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 Manager'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 (IS) division provides technical support in a limited capacity for Council tech-related equipment.

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 Council Chambers is the official meeting room of the Council and is located adjacent to the Council lobby. Regular Council Meetings and Worksessions are primarily held in the Council Chambers.

3.05 Mail and Deliveries

The City Manager's office coordinates the delivery of mail to the Council. Individual mailboxes are located in the Council workroom, and Council is encouraged to check their mailboxes regularly. If information is time sensitive, staff notifies Council using a prompt means of delivery (e.g., via email, phone, or text messages).

Electronic meeting packets for Regular Council Meetings and Worksessions Meetings are posted on the City's website by 4:00 pm the Friday before a meeting. In some limited cases, this timeline may be extended by the City Manager. Staff notifies Council when the meeting packets are available electronically.

CHAPTER 4

Financial Matters

4.01 Budget

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

June through September - Development and Preparation

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

October and November - Review

1. The City Manager presents the Annual Operating Budget to the Council no later than the first Tuesday in November.
2. The Council reviews the City Manager's proposed budget, holds a public hearing, and makes budget adjustments.
3. The public hearing occurs in November to receive public input on the proposed budget.

December - Adoption

1. The Council adopts the annual budget for the next fiscal year.
2. The Council must balance and adopt the Annual Operating Budget prior to December 31 of the preceding year.

Implementation

After adoption of the Annual Operating Budget, the City immediately implements services approved for funding in the next fiscal year.

Monitoring

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

Evaluation

The State Auditor performs audits on specific topics at their discretion. The State Auditor's Office conducts financial and compliance audits. The Finance Department produces Comprehensive Annual Financial reports.

4.02 Council Compensation

The Council establishes rates of compensation that are subject to certain Washington state laws. Compensation helps fund expenses that Councilmembers may incur in the course of fulfilling their duties. The compensation for each Councilmember elected to office from 2007 to present 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 must 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 must file a financial disclosure statement with the Commission, covering the preceding 12-month period, within two weeks of appointment. Councilmembers are must 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 (RCW 42.17A.750).

4.04 Council Professional Development and Training

The City's annual operating budget includes appropriations for expenses necessary for Councilmembers 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 Manager's office processes purchases, subscriptions and registrations. *(Refer to Chapter 4, Section 4.07 – 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.*

Staff and Councilmembers must carefully scrutinize transactions in which the City allocates funds, gives property or lends money or credit 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. 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 community members of the City. *(Refer to* Resolution 945*.)*

4.07 Allocation of Annual Council Travel and Training Budget

It is the intent of the Council that each member takes advantage of training and professional development opportunities to broaden their understanding of municipal government and enhance their role as an elected City official. To that end, funds are budgeted annually 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 (AWC), National League of Cities (NLC), or similar local government associations, including conferences, seminars, legislative meetings, and training programs. *(Refer to Chapter 4, Section 4.04.)*

Funds allocated to Council travel and training shall be distributed equally by Council position to adequately allow a Councilmember to attend two conferences annually. 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.

Councilmembers shall determine which conferences they wish to attend during the calendar year, as well as a good faith estimate of total training and travel costs by the first Council Worksession of March. If a Councilmember's travel request is lower than their budgeted funds, their remaining funds will be distributed to other Councilmembers whose travel requests are higher than their budgeted funds. Any remaining funds not allocated towards training and travel during the March Worksession shall be held in reserve to cover additional training or travel requests from Councilmembers.

If a Councilmember wishes to attend additional conferences or trainings during the calendar year, they must present their proposal for Council consideration. Approval is granted by a majority vote of the Council.

If there are not adequate funds for each Councilmember to attend two conferences, the Council may propose a budget amendment to cover the additional costs.

The City Manager's office coordinates registration and travel arrangements for the Mayor and Councilmembers.

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 Reimbursement for Expenses Incurred in the Conduct of City Business*; Refer to Chapter 4, Section 4.04.)*

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 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 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 Councilmembers are expressing personal views and not the position 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 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, community member concerns addressed to the 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 their 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 for distribution by the City Manager's office 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

The City Clerk's office publishes public notices pursuant to state law, e.g., to public hearings, special council meetings, budget approval, annexations, and street vacations, see: https://cityoflacey.org/public-notices/.

The City Clerk's office publishes adopted ordinances pursuant to state law and in compliance with LMC 1.08. Five business days after publication, the ordinance becomes law.

5.04 Press Releases

The Communications 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 their designee.

5.05 City Website

The Communications Department is responsible for the management of the City's website at CityofLacey.org. The website offers another resource for the City to communicate with community members. Information about council meetings, ordinances, resolutions, minutes, council issues, and contact information is available on the 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 City Manager's office 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 Council Resolution on Public Issues

At times, local ballot measures and state-wide initiatives may be placed on a ballot that affects 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 Council, however, may take a position on certain ballot measures in accordance with Council Policy.

5.07 Council 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 5, Section 5.09*, and Attachment 5.09A, Reviewing Public Requests for Proclamations.)*

5.08 Public Requests for Proclamations

The Council will consider requests from the public to proclaim certain events or causes, when such proclamations positively impact the community and convey an affirmative message to

Lacey community members. 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) or organization making the request should be a Lacey community member.

2. The request should be made at least four weeks in advance of a regularly scheduled Council meeting.

3. The person(s) or organization representative should 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* found on the City's website, CityofLacey.org/government/lacey-city-council/proclamation-request-form/

7. City Manager, or designee, will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, City Manager, or designee will consult with the full Council 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 5.09A – Application Requesting a City Proclamation; also refer to Chapter 5, Section 5.08.)

5.09 Public Records Act

The following guidelines are provided to help 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 exist:

General Communications

All letters, memoranda, and electronic communication (e.g., email, text, social media) involving Councilmembers, the subject of which relates to the conduct 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 Councilmembers, 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.

Electronic 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. Electronic communications should be restricted to providing of informational only items, or information such as materials for later review or notice of a potential new agenda item. Responses to such electronic communications 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 electronic communication is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. The use of electronic communication to form a collective decision of the Council is inappropriate and violates the Open Public Meeting Act.

Electronic communications should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" City business. In general, electronic communication is discoverable in litigation. Confidential electronic 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 phones and other devices are not appropriate for personal use. Conversely, Councilmembers should not use personal devices to transmit official communications. Electronic messages on a Councilmember's private device 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 public records request forms are available at the City's website at CityofLacey.org / Popular Forms/Public Records Request.

5.10 Social Media

This policy establishes a formal process and standards for the use of social media by Councilmembers in their official capacity. The purpose of social media platforms owned or maintained by the City for Councilmembers is to provide a limited forum for Councilmembers to communicate with their constituents and members of the public regarding subjects directly related to the City and the Lacey community.

The provisions of this policy shall apply only to social media sites/tools owned or maintained by the City, including sites/tools established by the City for Councilmembers. It is primarily each Councilmember's responsibility to ensure compliance with this policy.

It is the city's preference and intent that Councilmembers only use social media sites/tools owned or maintained by the City to communicate in their official capacity. The use of private social media sites/tools for this purpose is strongly discouraged.

The City asks that Councilmembers notify the City Manager, or designee, of social media sites/tools used by Councilmembers as a limited forum to communicate with their constituents and members of the public regarding subjects directly related to the City and the Lacey community. The City Manager, or designee, may request capturing these accounts with City-approved archiving programs to retain potential City records.

The City asks that Councilmembers include the disclaimer in **Exhibit B** on personal social media accounts or pages to avoid confusion and potential violations of open government requirements. The City also asks Councilmembers to include information on any private accounts directing visitors to their official city page for city related business.

Definitions

"Chat" or "Messenger" is a feature that allows instant messages to be sent.

"Comment" is a response to a post, an article, or other social media content submitted by a visitor.

"Reacting" is a feature that allows users to show their reaction to specific comments, pictures, wall posts, statuses, or fan pages. The "reaction" button allows users to show a range of responses, such as their appreciation, dislike, or other emotion for content without having to make a written comment.

"Post" is an original entry onto a social media platform.

"Sharing" is to relay a previously created post onto a different social media site.

"Social Media" are third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies are operated by non-city hosted services and may be used by the Councilmembers to communicate with the public. Such third party hosted services/tools may include, but are not limited to: Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, WordPress, etc.

"Tagging" is a mechanism of linking a person, page, or place to a post.

"Visitor" is a person who views a Councilmember's social media site.

General Policy

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts and comments should model the same professional behavior displayed during Council Meetings and community meetings.

Social media are not to be used by Councilmembers as mechanisms for conducting official city business other than to informally communicate with the public. Examples of business that may not be conducted through social media include: making policy decisions, official public noticing, and discussing confidential City matters that have not been approved for release to the public. Councilmembers' social media site(s) should contain links directing users back to the City's official website for in-depth information, forms, documents, or services necessary to conduct official city business.

Administration, Enforcement and Dispute Resolution

The City Manager, or designee, shall have primary responsibility to administer and enforce the provisions of this policy with respect to social media sites/tools owned or maintained by the City.

The City Manager, or designee, following consultation with the City Attorney, may cause categories of official City social media applications, tools, or sites to be permanently or temporarily discontinued if they are not or cannot be used in compliance with this policy. The City Manager or designee shall exercise such discretion in a viewpoint-neutral, evenhanded, and non-arbitrary manner.

Content Restrictions—Ethics and Elections Rules of Compliance

All content posted on individual Councilmember's social media sites shall comply with applicable Council Rules of Procedures, City ordinances and administrative rules, and Washington State law regulating public agencies and elected officials.

Social media accounts/platforms owned or maintained by the City shall not contain posts, comments, or links to any content that supports or opposes political candidates or ballot propositions, including, without limitation, links to a Councilmember's campaign site.

For social media accounts that are owned or maintained by the City, no content that promotes or advertises commercial services, entities, or products may be posted.

Councilmembers will not post or release proprietary, confidential, or sensitive information on social media sites in a manner that violates applicable state law, including, without limitation, RCW 42.23.070 – Prohibited Acts.

Public Records Act Compliance

Content maintained in a social media format, whether on a city-owned account or personal account, that is related to City business, including communication between an individual Councilmembers and constituents or the general public, and a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the state Public Records Act.

State and local records retention laws and schedules apply to social media content. All social media content that is required to be retained shall be maintained for the legally

required retention period based on the subject matter of the content. Social media accounts owned or maintained by the City, will be retained through the City's archiving system.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act, RCW 42.56. If it is not possible to display this notice prominently on the site, Councilmembers should notify users by including a link from the site to the Public Records Act notice set out in **Exhibit A**, notify new users via response to posts, and/or periodically notify existing users via broadcast message.

Users of, and visitors to, social media sites shall be notified that public disclosure requests must be directed to the appropriate City Public Records Officer pursuant to the City's Public Records Disclosure Policy.

Councilmembers should avoid using their official city account or page to comment on another social media accounts because those comments may not be captured for public records purposes.

Open Public Meetings Act and Appearance of Fairness Doctrine Compliance

Communication between Councilmembers via social media, as with telephone and email, may potentially constitute a "meeting" under the Open Public Meetings Act, Chapter 42.30 RCW.

For this reason, Councilmembers are prohibited from participating in social media discussions/threads regarding City business that involve a quorum of Councilmembers, and are strongly discouraged from "friending" of "following" other Councilmembers or reacting to other Councilmember's posts.

In addition, receiving or making posts or comments regarding quasi-judicial matters via social media may violate Council Policy and Chapter 42.36 RCW – the Appearance of Fairness Doctrine. To avoid receiving any comments on pending quasi-judicial matters that may violate the Appearance of Fairness Doctrine, Councilmembers are strongly encouraged to maintain social media sites with settings that can restrict users' ability to post content.

Content Guidelines and Restrictions

For social media sites/tools owned or maintained by the City, users and visitors of social media sites who submit comments should be clearly notified that the intended purpose of the site is to serve as a mechanism for informal communication between Councilmembers and the public regarding the City-related topics discussed. If the public is allowed to post comments to an Councilmember's site, the Use Policy set out in **Exhibit A** must be displayed or made available by hyperlink.

Councilmembers are not allowed to post links to their personal social media accounts or "cross-post" between personal and official city accounts.

Any content removed in compliance with the Use Policy must be retained, including the time, date, and identity of the poster when available, to the extent required by law. See above Records Act Compliance.

Equal Access

Councilmembers are discouraged, in their official capacity, from posting or commenting on social media sites that require membership or subscription. When posting information or soliciting feedback on such a site, Councilmembers should always provide an alternate source for the same information or mechanism for feedback on the City's public website, so that those who are not members of the social media site may have equal access.

***Exhibit A** – Disclaimer for Official City Councilmember Official Accounts*

- The views expressed represent the views of the author and may not reflect the views of the Lacey Council.
- Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum of the Council participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

The following content will be removed from this site:
(1) comments not related to the specified topics for discussion;
(2) posts or comments in support of or opposition to political campaigns or ballot measures;
(3) profane or obscene language;
(4) posts or comments espousing or conveying racially, ethnically, religiously, gender-oriented, discriminatory comments;
(5) solicitations and/or transactions of commerce;
(6) sexual content or links to sexual content;
(7) encouragement, promotion or undertaking of illegal activity;
(8) information that may tend to compromise the safety or security of the public or any City equipment, property or system;
(9) content that violates a legal ownership interest of any party; and
(10) posts or comments that would constitute ex parte communications in violation of the Appearance of Fairness Doctrine.

***Exhibit B** – Disclaimer for Personal Accounts*

- This is a personal account; city business should be addressed through a City official account.
- The views expressed represent the views of the author and may not reflect the views of the Lacey Council.

- Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum of the Council participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

5.11 Flag Policy

The purpose of the policy is to establish guidelines in order to ensure that the flags are used only for government speech and that they reflect the views, values, and goals of the city. The City's flagpoles are not intended to serve as a forum for free expression by the public. The City will not display a ceremonial flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party. Flags shall be displayed in conformance with Federal and State laws and policies, as stated in the federal "The Flag" publication of the Congress, Title 4, Chapter, 1 of the United States Code, and the State of Washington Revised Code of Washington 35A.21.180 and RCW 1.20.017.

Based on guidance from the Washington Secretary of State, the Washington State flag should be displayed in the highest position of honor after the U.S. flag and the flags of any other nations. The Washington State flag should be displayed in a higher position of honor than the flags of other states, counties, cities, or any other entity. When the U.S. flag should be on top, followed by POW-MIA flag and then the Washington State flag. If there are two poles, the POW/MIA flag should be flown under the U.S. flag while the Washington State flag is on the other pole.

Any flag flown by the City must be purchased and owned by the City.

Alternatives to Displaying the City Flag:

This policy shall apply to all City-owned locations at which the City flag is displayed unless otherwise noted.

Location	# of Flag Poles	Flags Presented
City Hall	3	US Flag POW Flag Washington State City of Lacey
Public Works Shop (Commonly referred to as "the Shop")	1	US Flag City of Lacey
RAC	1	US Flag City of Lacey
Lacey Civic Plaza	3	US Flag POW Flag Washington State City of Lacey
Woodland Community Center	1	US Flag City of Lacey
Hawks Prairie (near Home Depot)	2	US Flag Washington State (Poles are not tall enough to fly two flags)

The City's flagpoles are to be used exclusively by the City, where the Council may display a commemorative flag as a form of government expression. The Lacey Council may choose to fly a different flag in place of the City flag. Any decision to fly a different flag must be made independently by the Council. The Council may request the Commission on Equity to review and provide recommendations on flag displays. The approval to fly a flag in place of the City flag must be made by a majority of the Council at a regular Council meeting. The Council approval will include a description of the flag to be displayed and the dates for display of the particular flag, including if the flag will be displayed on an annual basis. Flags authorized by the Council to be displayed on an annual basis should be incorporated into this policy.

Council Approved Flags

- **Sister City Flag:** The flag of Lacey's sister city may be flown during the visit of a sister city delegation to City Hall.

- **The Progress Pride Flag**: The Progress Pride Flag will be flown annually from June 1 to June 30, with the exception of when the Juneteenth Flag is flown (see below).

- **The Juneteenth Flag:** The Juneteenth Flag will be flown annually from June 19 to the third weekend of June or the third weekend of June to June 19 depending on which comes first, at City hall and the Regional Athletic Complex.

- **The Nisqually Indian Tribe Flag:** The Nisqually Indian Tribe Flag will be flown annually from November 1 to November 15 provided the City annually receives consent from the Nisqually Indian Tribe.

- **Squaxin Island Tribe Flag:** The Squaxin Island Tribe Flag will be flown annually from November 16 to November 30 provided the City annually receives consent from the Squaxin Island Tribe.

5.12 Naming of Public Parks, Trails, Parkways, etc.

It is the policy of the City to utilize an established procedure to name public spaces, including public parks, trails, parkways, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and accessories.

In this policy, "person" refers to an individual, corporation, limited liability company, or any other legal or commercial entity.

Eligibility:

To define the criteria and procedures for naming of public spaces.

Criteria:

In the naming of public spaces, consideration shall be primarily given to:

1. Neighborhood, geographic or common name identification.

2. A natural or geological feature.

3. Significant historical events or cultural attributes.

4. A historical figure.

5. A person (living or deceased) that has made a significant land and/or monetary contribution to the park system and has stipulated the name as a condition of the donation.

6. A person that has contributed outstanding civic service to the City of Lacey. Facilities shall not ordinarily be named for living persons, except under the following conditions:

    a. The person in their lifetime has provided exceptional service to the City of Lacey. This service should be substantial length and leadership.

    b. Their accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to the parks, culture and recreation movement.

    c. They fall under the Sponsorship and Naming Rights policy.[1]

7. A person that has donated a significant parcel of property or facility, or has provided financing for the acquisition of a public space or provided for significant development of a park and/or element within a park.

8. Naming rights may also be granted to a person for a mutually agreed upon fee pursuant to the policies and procedures outlined in the Parks, Culture and Recreation Sponsorship and Naming Rights Policy.

[1] Sponsorship and Naming Rights policy is an administrative policy of the Parks, Culture and Recreation Department. The full policy can be accessed here: https://laceyparks.org/sponsor

Procedure:

1. The naming of public spaces should be approached without preconceived notions and with patience and deliberation.

2. Timing is important in naming public spaces, since temporary designations tend to be retained. During the development, a number or street designation will be used until the formal naming of the public space. Whenever possible, naming will be made upon closing a purchase or construction of the public space.

3. Once a name has been approved, it should be considered permanent.

4. Suggestions for names may be solicited from organizations and/or individuals, including residents surrounding the property to be named, at the request of the Lacey Parks, Culture, and Recreation Board or at the discretion of the Council. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration.

5. To avoid duplication, confusing similarity or inappropriateness, the Lacey Parks, Culture, and Recreation Board, in considering name suggestions, will review existing names in the park system and surrounding area.

6. The Council, following public review and/or recommendation by the Lacey Parks, Culture, and Recreation Board, shall designate names for parks, culture and recreation facilities. The Lacey Council will have the prerogative of accepting or rejecting all proposals.

7. All portions of a public space will have, as a general rule, the same name as the entire park, trail or facility. However, elements within a public space may be named separately as long as the name does not detract from the intended identity. Thus, the two names can be used in combination, i.e., Beaver Park's Cleaver Field or Riverfront Park's Blooming Arboretum.

8. Public spaces shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

9. Where appropriate, a "Contributors Corner" may be established to honor those who have made significant contributions to the site.

10. Upon approval of the name, the name will be filed with the Fire Department, 911, the Lacey Police Department or any agency/business that would use names as a reference.

Definitions:

1. Lacey Park Board – Lacey Parks, Culture, and Recreation Board is an appointed board of seven members (plus one youth member) representing the community members of the City.

2. Public spaces – all City owned, public parks, parkways, trails, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, and features in the park and recreation system of the City.

3. Memorials – all sculptures, permanent artwork, fountains, memorial gardens, plazas, and exhibits which honor or commemorate a person(s), group or event.

4. Basic park accessories include typical amenities, i.e., benches, picnic tables, equipment, trees, drinking fountains, game equipment and exhibits.

5.13 Naming of Historical Buildings

It is the policy of the City to utilize the following procedures and selection process for recognizing the community's history, places, and people.

Purpose:

To define the selection criteria and procedures for recognizing buildings, sites, people, organizations and events important to community's heritage. To amplify and clarify procedure outlined in existing City ordinances regarding historical resources. To assure that historical references and recognition are valid, appropriate and timely.

Criteria:

City Ordinance No. 531 and Ordinance No. 796 identifies the process or recognizing buildings, streets, areas, districts, sites and other activities associated with the City's heritage. The following shall be implemented to augment to existing ordinances:

1. Calendar age will not be a factor in limiting recognition.

2. As an addition to and without alternating the ordinances, recognition may be given to:

    a. Buildings and sites associated with events important to the City's Heritage.

    b. Buildings and sites associated with persons important to the City's heritage.

    c. Significant historical cultural attributes.

    d. People and organizations that have contributed to the community's history.

    e. An individual (living or deceased) who has made a significant land and/or monetary contribution to the preservation or enhancement of Lacey's historical resources.

    f. An individual who has contributed exceptional civic service to the City.

i. Recognition is not ordinarily given to living persons, except under the following conditions:

1) The individual in his or her lifetime has provided exceptional service to the City. This service should be of substantial length and leadership.

2) His or her accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to the community's history and development.

g. An individual or organization that has donated a significant parcel of property or facility, or has provided a majority of the financing for the acquisition of a public facility.

h. An individual or organization that has undertaken significant activities that further the understanding of the community's heritage.

Selection Process

1. Providing recognition of the community's history, places and people should be approached objectively with patience and deliberation.

2. All suggestions, recommendations and applications for recognizing people, organizations, sites and events that are directly related with the community's history shall be reviewed by the Lacey Historical Commission.

3. The Lacey Historical Commission will provide guidance, background data, and advice to the entity originating the recommendation for recognition, and will submit recommendations to the Lacey Council for consideration. The Commission, in considering suggestions for recognition, will review existing data known to the Commission.

4. The Lacey Council will have the prerogative of accepting or rejecting all proposals.

5. Duplicates of recognition may be allowed. Some people or organizations contribute in many ways and can be recognized as appropriate for each action or event.

6. Memorials may be dedicated to the cause for which they were given by an appropriate plaque or sign under the following conditions:

   a. Requirements are that the building, site, person, organization or event will have met the criteria for recognition.

   b. The memorials are appropriate for the location and approved by the land owner or City department. The City may, but is not obligated to, replace memorials.

7. Placement of signs or plaques will be considered only on permanent monuments, structures, or facilities.

8. The donations of items associated with the community's heritage will be encouraged with or without donor information. However, the City will not be obligated to replace the identification placed on the item.

9. Where appropriate, a “Contributor’s Register” may be established at the Lacey Museum or other City facility to honor those who have made significant contributions to the community.

Definitions

1. Lacey Historical Commission – an appointed board of nine members representing the community members of the City. The Commission’s actions and responsibilities are identified in City Ordinance No. 531 and Ordinance No. 796.

Procedure

1. Suggestions for recognizing historical events, places and people shall be solicited from organizations, individuals and City staff, or may be voluntarily submitted by any community member. All written suggestions, solicited or not, shall be acknowledged and recorded for consideration by the Lacey Historical Commission.

2. The Lacey Historical Commission may act on any recommendation for recognition at a regularly scheduled meeting, special meeting, or telephone poll.

3. The Council, following public review and recommendation by the Lacey Historical Commission, shall provide for the specific recognition.

4. Buildings, sites, and other specific facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.

5.14 Naming of Public Facilities and Memorial Roadways

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

Naming policies for parks, trails, parkways, recreation facilities, community buildings, plazas, open space areas, habitat reserves, memorials, park accessories, etc., are specified in Section 5.12 Naming of Public Parks, Trails, Parkways, etc.

Naming policies for Historical Buildings are specified in Section 5.13 Naming of Historical Buildings.

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

A. Definitions:

1. **City facility accessories** – means all substantial structures or subareas of a building, which includes but is not limited to interior and exterior features such as lobbies, atriums, squares, plazas, foyers, halls, meeting rooms, chambers, corridors, waiting rooms, etc.

2. **City public facilities (“Public Facilities”)** – means, but is not limited to, City-owned

buildings, utility facilities, including utility poles, utility boxes, and other utility elements, and other City facility accessories. City-owned streets and rights-of-way will only be considered for commemorative naming as memorial roadways.

3. **Commemorative name** – means a name provided to a City facility through the process outlined in the policy below.

4. **Memorial roadway** – means any public road, street, avenue, boulevard, or associated rights-of-way within City limits provided, or intended to be provided, with a secondary memorial name other than its formal navigational address name, in accordance with this naming policy. A memorial roadway name does not replace a street, road, avenue or boulevard's formal navigational address name. A memorial road may be designated for the entirety of the public roadway or for a segment of a public roadway. The length of the memorial roadway it at the discretion of the Council.

B. Criteria:

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

1. Neighborhood, geographic or common name identification

2. Natural or geological features

3. Significant historical events or cultural attributes

4. Historical or cultural figures

5. Outstanding individuals in the community

    a. Outstanding individuals will be considered posthumously. There shall be a lapse of at least thirty-six (36) months between the date of the death of the person(s) or of the event commemorated and the final naming or renaming of the City facility; or at the discretion of the Council. Consideration will be given when:

        i. the person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the community; or

        ii. the person risked his or her life to save or protect others.

6. Veterans or military units with exceptional service contributions to the nation, state, or community

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

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

    a. Facilities shall not ordinarily be named for living persons, except under the following conditions:

i. The individual provided exceptional service of substantial length and leadership to the City.

ii. The individual's accomplishments must have had a measurable effect upon the quality of life within the community, and be directly related to enhancing public facilities.

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

C. Procedure:

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

1. During the development of a public facility, a street designation or number will be used until the formal naming of the public facility occurs.

2. Whenever possible, naming of the public facility will be made upon closing a purchase or construction of the public facility.

3. Any group, person, or organization may apply to commemoratively name or re-name a public facility, excluding public roadways.
4. Any group, person, or organization may apply to create a memorial roadway.

5. The commemorative renaming and reconsideration of current names of public facilities and memorial roadways is allowed but discouraged.

6. Name change applications will be subject to a critical review that includes consideration of the original justification for the current name, the monetary value of prior contributors, and the rationale for changing the name. The renaming process would follow all other steps outline below.

7. Applications must contain:

   a. the full name of the applicant, group, or organization;

   b. contact information for a main point of contact;

   c. identification of the public facility to be commemoratively named or renamed or the identification of the roadway to be considered for a memorial roadway;

   d. the proposed name for the public facility or roadway;

   e. supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the naming criteria;

   f. evidence of demonstrated community support for the proposed name;

g. written documentation of approval of the person (if living) or next of kin (if deceased), if available;

h. identification of interested/impacted stakeholders;

i. a description of the location and a map; and

j. for renaming proposals of a facility, background information on the current name and the rationale for requesting a new name.

8. All applications should be submitted to the Communications Department.

9. Naming Approval Process

   a. The Council will be advised based on a transparent process and utilize the following information as guidelines for approval.

      i. All written suggestions, solicited or not, will be acknowledged and recorded for consideration.

      ii. To avoid duplication, confusing similarity, or inappropriateness, the City, in considering commemorative names or memorial roadway applications, will review existing names used for public and private facilities in Lacey and the surrounding area.

      iii. Public facilities may only have one additional commemorative or historical name.

      iv. Public roadways may only have one additional commemorative or historical name in addition to its formal navigational designation.

      v. The City will refer all completed applications to the full Council for review.

      vi. The City shall notify the applicant of the application status once the full Council has acted to approve the commemorative naming or memorial roadway application by resolution. If the Council does not act by resolution on the commemorative naming or memorial roadway application, or the resolution does not receive a majority of the Council vote, the application is considered denied. Denial of an application does not prohibit an applicant from submitting a new application for the same public facility or public roadway. Any subsequent applications are subject to the process described in the section above.

10. Any naming of City-owned facilities or memorial roadways may be revoked at the discretion of the Council through a resolution.

11. Public facilities shall be identified by the established commemorative name.

12. Plaques, monuments, street signs, or other markers designating the commemorative name of the public facility or memorial roadway shall be maintained as a source of identity and civic pride. The size, material, and location of plaques, monuments, street signs, or other markers designating a commemorative name or memorial roadway are at the sole discretion of the City.

13. Upon approval of the commemorative name or memorial roadway, the name will

be filed with the Fire Department, 911, the Lacey Police Department or any agency/business that would use names as a reference.

CHAPTER 6

Interaction with City Staff/Officials

6.01 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 though the City Manager or designee.

6.02 Council/City Manager Relationship

The employment relationship between the 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 Council and acknowledges that Council holds the final responsibility for establishing the policy direction of the City.

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 Council/City Attorney Relationship

Pursuant to recommendation of the City Manager, the 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 advisory 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 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 Council; and
- Keep 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 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 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 community member concern/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 Council as a whole.

City staff makes 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 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, community member concerns, goals, priorities, and the like.

Councilmembers receive a weekly listing of pending agenda items, as well as copies of other City communications (e.g., *LaceyLife*, *Lantern*, and *Energizer*). In addition, the City Manager and Department Directors 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. Staff notifies council by email when the meeting packets are available.

6.06 Staff Relationship to Advisory Bodies

Staff provides support and assistance to advisory boards. Staff support includes preparation of summary agendas, preparation of reports providing a brief background of the issues, options, alternatives, recommendations, and preparation of minutes of advisory body meetings. Assigned City staff communicate recommendations of the advisory board to the Council as necessary and appropriate.

CHAPTER 7

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 Council conducts its official business, enacting laws and approving policies during Regular Council meetings. Regular Council meetings occur the first and third Tuesday of the month. All Regular Council meetings begin at 6 p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. There are no regularly scheduled Council meetings on the 5th Tuesday of the month.

Council Worksessions

Worksessions provide an opportunity for the full Council to review and discuss issues in depth without taking official action. Council Worksessions occur on the second and fourth Tuesday of each month. All meetings begin at 6 p.m. in the Council Chambers at Lacey City Hall, 420 College Street SE. Although most formal Council action occurs at Regular Council meetings, the Council Worksessions may serve as regular meetings, allowing Council to may make decisions and take official action at Council.

Informational Dinner Meetings

Informational Dinner Meetings provide an opportunity for the full Council to review and discuss local and regional issues. Informational Dinner Meetings occur on the first Tuesday of each month. All meetings begin at 4:30 p.m. and will adjourn before the start of the Regular Council Meeting. Meetings are held at Lacey City Hall, 420 College Street SE, unless otherwise noticed. Attendance is limited to in-person only. Meetings will not be recorded or broadcast. Informational Dinner Meetings are considered a regular meeting and will meet all necessary requirements for an open public meeting. Other than agenda approval, no final action is taken at Informational Dinner meetings.

In the event any of the above Council Meetings fall on a primary or general election day, or an observed holiday, the meeting will instead be held on the preceding Monday, unless noticed otherwise.

(Refer to Chapter 2, Section 2.12)

Special Meetings

- Retreats – The Council meets annually to develop short goals, priorities and policies for the upcoming year, and strategic long-term goals.

- Legislative Meetings – Prior to the state legislative session in January, Councilmembers, City Manager, and/or staff meet with state legislators from the 2nd, 22nd, and 35th Districts to discuss legislative issues of importance to the City.

- Joint Worksessions – The Council meets with the Advisory Boards, School Board, and other interjurisdictional bodies annually to discuss topics and issues.

- Bus Tours – Occasionally, the Council schedules community tours with Advisory Boards to view public works projects, parks, and similar private and public development projects.

- Editorial Board Meetings – Once or twice a year, the City and The Olympian Editorial Board requests a meeting 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 Guidelines for Editorial Board Meeting

In an effort to improve communications and discuss issues of public interest, The Olympian Editorial Board may request 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, the City Clerk's office will provide appropriate notice of the meeting to the public and retain a record of the meeting.

2. Whenever possible, Councilmembers 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, or designee, attends the Editorial Board/Councilmember meeting. The City Manager, or designee, participates in discussions and provides 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 opposed to Council decision or policy, Councilmembers and the City Manager, or designee, should carefully 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, Section 7.01.)

7.03 Public Notice of Meetings and Hearings

The City Clerk's office publishes public notices pursuant to state law, e.g., related to public hearings, special council meetings, budget approval, annexations, and street vacations, see: www.CityofLacey.org/public-notices/

7.04 Special Meetings

Special meetings may be called at any time by the Mayor, a majority of the Council, or the 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 notification on the City's website at least 24 hours before the time of such meeting specified in the notice. The notice specifies 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.

7.05 Executive Session

When appropriate, the Council may meet 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 during (beginning, middle, or end) a Regular, Worksession, 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, grievance or mediation proceedings, or reviewing proposals made in ongoing negotiations; or
- Receive confidential advice from the City Attorney under the attorney-client privilege.

Before meeting in Executive Session, the Mayor, or presiding officer, publicly announces the purpose of the Executive Session, the estimated time when the Council will return to open session (e.g., 7:15 p.m.), and whether the Council will meet to take action. An Executive Session may be extended to a later time by announcement of the Mayor or presiding officer

(RCW 42.30.110). The purpose of convening an Executive Session shall be recorded in the meeting minutes.

7.06 Agenda Development

The City Manager coordinates the development of Regular, Worksession, and Special Meetings with the Mayor.

Advancing Agenda Items

A Councilmember may request an item be considered on a future agenda either by making a request at a Regular, Worksession, or Special Council Meeting by contacting the Mayor or City Manager.

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.

Community members may request an item be placed on a future agenda while addressing the Council during a Regular Council meeting and/or by submitting the request in writing to the 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 City Manager will determine a timeline to ensure the timely distribution of Council meeting materials to the Council and the community.

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.

7.07 Agenda Items

A. Regular Council Meetings

The Council agenda sets the order of business for Regular Council meetings. The following elements may be included based on factors such as necessity, time sensitivity, participant availability, and whether items are intended for discussion or decision.

Call to Order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the 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 (see 2.07 Absence of the Mayor).

Roll Call, Remote Attendance, and Excused Absences

The Mayor takes roll call, announces any Councilmembers who may be attending remotely, and the excused or unexcused absences of individual Councilmembers.

"Excused" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), receives notification of an absence prior to a meeting.

"Unexcused or absent" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), does not receive notification of an absence prior to a meeting.

Pledge of Allegiance

Those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

Land Acknowledgment:

Refer to Chapter 10, Section 10.08.

Approval of Agenda and Consent Agenda Items

The Consent Agenda consists of items that are routine in nature and do not require additional discussion. The Mayor and Council can remove items from the Consent Agenda for further discussion.

Public Recognition and Presentations

When appropriate, the Council recognizes volunteer service, presents special awards and receives presentations from organizations invited by the City.

Proclamations

Proclamations are generally broad statements expressing local government support for particular issues. The Mayor may issue proclamations in declaration or recognition of a special event, organization, or person. The Mayor and Councilmembers read the Proclamation into the record. *(Refer to Chapter 10, Section 10.05, and Attachment 10.05A, Council Policies, Reviewing Public Requests for Proclamations.)*

Public Comment

During Public Comment, individuals may address the Council regarding matters connected to City business, including on specific agenda items.

The Council accepts public comment in the following ways:

> **In-person:** All individuals providing public comment in-person should sign-in on the City-approved sign-in sheet in the Council Chambers prior to the start of the meeting. Provided there is time, the Presiding Officer will invite individuals that did not sign-in to provide public comment.
>
> **Remotely:** All individuals providing public comment remotely shall pre-register at least two hours prior to the meeting using the City-approved tools provided on the Meeting agenda. The Presiding Officer will not invite individuals that did not pre-register at least two hours prior to the meeting to provide public comment.
>
> **Written:** Individuals providing written public comment must do so by mail or email to the City Clerk two hours in advance of the meeting. Comments received will be provided to the Council prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record.

The City will include information on this policy on the sign-in table for in-person public comment. For remote comment, the City will include information on this policy at the point of pre-registration.

The following rules apply to public comment:

1. The Presiding Officer will determine the order of receiving comments (e.g., individuals that signed-in in-person first, individuals that pre-registered remotely second, etc.). Speakers are called forward in the order in which they signed-in or pre-registered.

2. All individuals providing comment must provide:
    a. Name,
    b. City of residence or connection to the City, and
    c. Topic or subject matter of their comments.

3. Individuals providing comment in-person or remotely are limited to three minutes. Individuals may not donate time to another speaker. The City will mute the microphone of individuals that continue beyond this time limit. The Presiding Officer may provide a verbal reminder that the time limit is exhausted and that the individuals must end their comments (e.g., “Thank you for your comment, your time has expired and we need to now move on to the next comment [or agenda item]. A city staff member will connect with you regarding your comments.”).

Public Comment is allotted for a total of thirty minutes. This period may end before this time if all registered individuals have had the opportunity to speak. This time allotment may be extended at the discretion of the Presiding Officer, with the consent of the Council. The Presiding Officer, with the consent of the Council, may also add an additional Public Comment period as the final agenda item of a Regular meeting.

The Presiding Officer, provided there is time, with the consent of the City Council, may ask individuals that did not sign-in in-person to provide public comment.

4. The following are prohibited at Public Comment:

   A. Addressing topics that have specified Public Hearings.

   B. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the Council's work.

   C. Disruptions or interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body when not recognized by the Body to speak.

   D. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.

Public Hearings

The Council holds Public Hearings at the time specified on their meeting agenda.

The Council accepts testimony in the following ways:

In-person: All individuals providing testimony in-person should sign-in on the City-approved sign-in sheet in the Council Chambers prior to the start of the meeting. Provided there is time, the Presiding Officer will invite individuals that did not sign-in to provide testimony.

Remotely: All individuals providing testimony remotely shall pre-register at least two-hours prior to the meeting using the City-approved tools provided on the Meeting agenda. The Presiding Officer will not invite individuals that did not pre-register at least two-hours prior to the meeting to provide testimony.

Written: Individuals providing written testimony must do so by mail or email to the City Clerk two hours in advance of the meeting. Testimony received will be provided to the Council prior to the meeting. Written testimony will not be addressed during the meeting. Written testimony will be added to the official meeting record.

The City will include information on this policy on the sign-in table for in-person testimony. For remote testimony, the City will include information on this policy at the point of registration.

Procedure:

1. The Presiding Officer opens the Public Hearing.

2. The Presiding Officer will determine the order of receiving testimony (e.g., individuals that signed-in in-person first, individuals that pre-registered remotely second, etc.). Speakers are called forward in the order in which they signed-in. The Presiding Officer, with the consent of the Council, may separate commenters into groups favoring or opposing a proposed action, such as when the hearing is called to endorse or oppose a ballot measure.

3. All individuals providing testimony are required to provide:
    a. Name
    b. City of residence or connection to the City.

4. Testimony is limited to the specific matter for which the Public Hearing occurs and are limited to three minutes. Individuals may not donate time to another speaker. The City will mute the microphone of individuals that continue beyond this time limit. The Presiding Officer will provide a verbal reminder that the time limit is exhausted and that the individuals must end their testimony (e.g., "Thank you for your testimony, your time has expired and we need to now move on to the next individual [or agenda item].").

5. After the Public Hearing closes, individuals are not permitted to address the Council or staff on that specific issue during the meeting.

6. The following are prohibited at Public Hearings:

    A. Addressing topics unrelated to the Public Hearing item or other items that have specified Public Hearings.

    B. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the Council's work.

    C. Disruptions and interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body or the audience when not recognized by the Body to speak.

    E. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.

The Presiding Officer closes the Public Hearing.

Resolutions

Resolutions signify the intent of the Council related to specific issues, events, or ballot measures. The City Attorney, or designated City staff, prepare resolutions. The City Attorney approves to form all resolutions. Once approved by the Council, the City Clerk's office archives the resolution as a permanent record. The City Clerk's office posts all adopted resolutions on the City's website. Requests for resolutions are available as a public records request through the City Clerk's office.

Ordinances

Ordinances are the official laws of the City and must be approved by the 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. Adopted ordinances will be posted on the City's website. Requests for ordinances 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 Council. The Mayor may also make announcements, and appoint, with Council approval, community members to Council advisory boards.

City Manager's Report

The Council authorizes the City Manager to sign City agreements and contracts during this section of the meeting. The City Manager, or designated staff, may also make presentations or announcements regarding City operations, initiatives, and programs.

Council Reports

Councilmembers provide reports and updates on Council activities, including reports from the Intergovernmental Boards to which they are appointed. If an issue requires additional discussion or consensus, it may be forwarded to a future Council meeting for further review and discussion.

Executive Session

As needed, the Council may meet in Executive Session to privately discuss and consider maters for confidential concern to the City. For more information, refer to 7.05 Executive Session.

Adjourn

The Presiding Officer 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 is 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 is recessed to a definite time and place, and notice of such continued meeting is given as provided by statute.

B. Worksessions

The Worksession agenda sets the order of business for Worksession meetings.

Call to Order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the 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 (see 2.07 Absence of the Mayor).

Roll Call

The Mayor takes roll call, announces any Councilmembers who may be attending remotely, and the excused or unexcused absences of individual Councilmembers.

"Excused" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), receives notification of an absence prior to a meeting.

"Unexcused or absent" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), does not receive notification of an absence prior to a meeting.

Land Acknowledgment

Refer to Chapter 10, Section 10.08.

Approval of Agenda

The Mayor calls for a motion to approve the agenda.

Public Comment

During Public Comment, individuals may address the Council regarding matters connected to City business, including on specific agenda items.

The Council accepts public comment in the following ways:

> **In-person:** All individuals providing public comment in-person should sign-in on the City-approved sign-in sheet in the Council Chambers prior to the start of the meeting. Provided there is time, the Presiding Officer will invite individuals that did not sign-in to provide public comment.
>
> **Remotely:** All individuals providing public comment remotely shall pre-register at least two-hours prior to the meeting using the City-approved tools provided on the Meeting agenda. The Presiding Officer will not invite individuals that did not pre-register at least two-hours prior to the meeting to provide public comment.
>
> **Written:** Individuals providing written public comment must do so by mail or email to the City Clerk two hours in advance of the meeting. Comments received will be provided to the Council prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record.

The City will include information on this policy on the sign-in table for in-person public comment. For remote comment, the City will include information on this policy at the point of pre-registration.

The following rules apply to public comment:

1. The Presiding Officer will determine the order of receiving comments (e.g., individuals that signed-in in-person first, individuals that pre-registered remotely second, etc.). Speakers are called forward in the order in which they signed-in or pre-registered.

2. All individuals providing comment must provide:
    a. Name,
    b. City of residence or connection to the City, and
    c. Topic or subject matter of their comments.

3. Individuals providing comment in-person or remotely are limited to three minutes. Individuals may not donate time to another speaker. The City will mute the microphone of individuals that continue beyond this time limit. The Presiding Officer will provide a verbal reminder that the time limit is exhausted and that the individuals must end their comments (e.g., "Thank you for your comment, your time has expired and we need to now move on to the next comment [or agenda item]. A city staff member will connect with you regarding your comments.")

    Public Comment is allotted for a total of thirty minutes. This period may end before this time if all registered individuals have had the opportunity to speak. This time allotment may be extended at the discretion of the Presiding Officer, with the consent of the Council. The Presiding Officer, with the consent of the Council, may also add an additional Public Comment period as the final agenda item of a Regular meeting.

    The Presiding Officer, provided there is time, with the consent of the City Council, may ask individuals that did not sign-in in-person to provide public comment.

4. The following are prohibited at Public Comment:

    F. Addressing topics that have specified Public Hearings.

    G. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the Council's work.

    H. Disruptions or interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body when not recognized by the Body to speak.

    I. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.

Agenda Items

Each agenda item will be listed under Agenda Items and will include:

- For City staff - the presenter and presenter's title
- For external parties - the presenter, presenter's title, and agency they represent, when available.

Council Reports: Councilmembers provide reports and updates on Council activities, including reports from the Intergovernmental Boards to which they are appointed. If an issue requires additional discussion or consensus, it may be forwarded to a future Council meeting for further review.

Adjourn

The Presiding Officers 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 is 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 is recessed to a definite time and place, and notice of such continued meeting is given as provided by statute.

C. Informational Dinner Meetings

Informational Dinner Meetings provide an opportunity for the full Council to review and discuss local and regional issues. Informational Dinner Meetings occur on the first Tuesday of each month. All meetings begin at 4:30 p.m. and will adjourn before the start of the Regular Council Meeting. Meetings are held at Lacey City Hall, 420 College Street SE, unless otherwise noticed. Attendance is limited to in-person only. Meetings will not be recorded or broadcast. Informational Dinner Meetings are considered a regular meeting and will meet all necessary requirements for an open public meeting. Other than agenda approval, no final action is taken at Informational Dinner meetings.

City Manager determines staff attendance at meetings.

Call to Order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the 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 (see 2.07 Absence of the Mayor).

Roll Call

The Mayor takes roll call and announces any Councilmembers who may be excused or unexcused absences of individual Councilmembers.

"Excused" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), receives notification of an absence prior to a meeting.

"Unexcused or absent" is when the Mayor, Presiding Officer, City Manager's office, or staff liaison (for advisory boards), does not receive notification of an absence prior to a meeting.

Land Acknowledgment:

Refer to Chapter 10, Section 10.08.

Approval of Agenda

The Mayor calls for a motion to approve the agenda.

Public Comment

The Council accepts public comment in the following ways:

> **Written:** Individuals providing written public comment must do so by mail or email to the City Clerk in advance of the meeting. Comments received will be provided to the Council prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record.

Agenda Items

Informational Discussion: Informational discussion related to local and regional issues. Other than agenda approval, no final action is taken at Informational Dinner meetings.

Adjourn

The Presiding Officer adjourns the meeting and the City Clerk notes the time of adjournment for the record.

7.08 Recordings of Meetings

As resources and operations allow, the City Clerk's office records and makes available online all Regular, Worksessions, and Special Council meetings, in addition to all regular advisory board and commission meetings, except for Informational Dinner Meetings, and 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.

Since 2011, the City has streamed Council meetings online to provide greater public access to government operations. The videos are available on the City's website at Public Meetings - City of Lacey

7.09 General Procedures

Seating Arrangement of the Council

Customarily, the Deputy Mayor sits next to the Mayor, and newly elected Councilmembers sit at the other end of the dais. However, the Mayor with the approval of Council may reorder the seating arrangements for Regular Council Meetings.

The seating order of the Council dais from left to right is customarily:

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

Department Directors sit at the staff table.

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 Council to sign contracts and agreements.

Quorum

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

Minutes

The City Clerk or designee takes minutes of all Regular, Worksessions, Special meetings, and other Council meetings. The City Clerk or designee includes draft minutes as part of a future Regular Council Meeting agenda packet for Council to review and approve. Once Council approves a meeting's minutes, staff updates the website to reflect that the minutes are approved. Original minutes are archived as permanent records.

7.10 Open Public Meeting Act

The Open Public Meeting Act applies to the Council meetings, all quasi-judicial bodies, and all advisory boards and. All public meetings 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 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.

7.11 Remote Participation at Council Meetings

Councilmembers may appear via remote communication, e.g., telephonically or other electronic means, in all or part of a Regular, Worksession, or Special Council meeting if the following conditions are met:

1. Satisfactory equipment is available, preferably City-provided devices. Satisfactory equipment shall mean any telephone or other device equipped with a microphone function capable of capturing and broadcasting the Councilmember's voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Councilmember to pose and answer questions as posed from time to time.

2. During any meeting that a Councilmember is attending via remote communication, the Presiding officer shall state for the record that a particular Councilmember is attending via remote communication and the reasons for such attendance.

3. Councilmembers appearing via remote communication will participate and vote during the meeting as if they were physically present at the meeting.

4. Councilmembers appearing by remote communication shall comply with all OPMA regulations and the Council Policies and Procedures.

5. Any technical difficulties that prevent all Councilmembers participating in the meeting from adequately hearing and speaking to each other shall be addressed immediately. If technical difficulties occur during a vote, the Council shall proceed with the procedure prescribed in Section 9.12.

6. Remote participation in an executive session shall be conducted in a manner that promotes and protects the confidential nature of the proceeding.

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 important and complicated. To understand its effect on a Councilmember's actions, Councilmembers should 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 Councilmembers 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 themselves 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 them because of their official position to disclose confidential information acquired by reason of their 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.

Remote Interests

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.

- Reimbursement 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 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 Council; and
- 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 prevents the 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 action or position, as adopted or ratified by a majority of the 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 (WCIA).

Violations of certain laws and regulations by individual members of the 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 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 Council adopted and follows 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 follows the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer clearly announces that the Council has decided to rearrange the agenda. When changing the order of discussion, it must not 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 addresses the presiding officer and gains recognition prior to making a motion or engaging in debate. The presiding officer recognizes Councilmembers by their last name, such as "Councilmember Jones." Councilmembers address each other as Councilmember, followed by last name, such as "Councilmember Jones." Cross-exchange between Councilmembers and the public should be avoided. This prevents general conversation and keeps the order necessary to maintain decorum and accomplish the business of the Council.

After a member concludes comments and yields 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 assigns the floor to a person who may not have been the first to address the chair. These are:

1. 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.

2. 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.

3. 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

After recognition by the presiding officer, a Councilmember may 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; and
- Calls for discussion.

A Councilmember

- Addresses the Mayor;
- Is recognized by the Mayor; and
- Proposes the motion.

A Second Councilmember

- Seconds the motion.

The Presiding Officer (Mayor)

- States the motion;
- Calls for any further discussion or debate; and
- 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 recognizes a Councilmember, the individual makes the motion by saying, "I move that..." or "I move to..." and announces the proposal.

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 community members.

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 is 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 implies that the Councilmember agrees that 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. The Chair 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 states the question, the maker has the right to modify or withdraw the motion. After the Chair states the motion, 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

After the Chair states 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 Councilmember, who offers the motion, *until it is stated by the Chair*, can modify the motion, or withdraw it entirely. After the Chair states the motion, the Councilmember can do not modify or withdraw the motion without the consent of the body (majority). For example, the mover may state, "With the consent of the Council I will modify my motion to state as follows..." If no one objects, it shall be deemed that they have the consent of the Council to modify their motion. When the mover modifies their motion, the one who seconds it can withdraw their 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 certain time. 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 stops 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 stop 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 is 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 votes on all questions put to the Council, unless a conflict of interest under State law or an appearance of fairness question is present.

If it is determined by majority vote of the 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 Council in order for the Councilmember to present further information to the Council, then the Council's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the Council, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the 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 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 five days after its publication, the ordinance must receive an affirmative vote of a majority plus one 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 is 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.

Voting Process

Votes will be cast in an audible tone of voice if possible or by casting their vote electronically using a City-approved platform, if available. If any Councilmember is unable to vote by audible

tone of voice, or by voting electronically using a City-approved platform due to technical difficulties or otherwise, votes may be cast by clear hand signal. At the conclusion of the vote, the presiding officer shall summarize the total votes both for and against, and state whether any Councilmember(s) voted by clear hand signal. If the presiding officer is unable to make such determination, then the undermined vote shall not be considered. Only those votes that the presiding officer can determine shall be considered.

A Councilmember who casts their vote electronically using a City-approved platform must have internet connection and use their City-issued device. Votes cast using this method must be displayed publicly to avoid a vote by secret ballot pursuant to RCW 42.30.060.

Councilmembers may appear in City Council meetings remotely pursuant to Section 7.11. During any City Council meeting in which any Councilmember appears remotely, the City Council meeting voting procedures shall be as follows:

1. For all questions put to Council vote, the Presiding Officer will repeat the names of the Councilmembers that presented the motion and the second to the motion.

2. At such time as the Presiding Officer calls for the vote, a Councilmember attending remotely must provide an audible vote so that any participant may hear their vote or by using a City-approved platform that records electronic votes where votes are displayed publicly. If any Councilmember is unable to vote by audible tone of voice or by voting electronically using a City-approved platform due to technical difficulties or otherwise, votes may be cast by clear hand signal. If the presiding officer is unable to determine a vote, then the undetermined vote shall not be considered. Only those votes that the presiding officer can determine shall be considered.

3. Should technical difficulties arise that prevents any Councilmember attending remotely from audibly casting their vote, by City-approved electronic voting platform, or by clear hand signal when called upon, including, but not limited to dropped or compromised device connectivity, the following shall occur:

    a. The Presiding Officer shall pause the meeting for up to ten (10) minutes to allow for resolution to the technical difficulties prior to closing the vote. No other matters shall be discussed by the Council during any period when the meeting is paused under these circumstances.

    b. The Councilmember experiencing technical difficulties shall first attempt to rejoin the meeting telephonically to cast a vote by voice.

    c. Once telephonic connection is established, or if the Councilmember is unable to establish a telephonic connection, the Councilmember experiencing technical difficulties may attempt to rejoin the meeting using other remote communication means. Upon rejoining the meeting by other remote communication means, the Councilmember should mute or end any telephonic connection to minimize audio feedback.

Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring their abstention, they state the reason.

Tie Vote

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

Reconsideration

Reconsideration of an item may occur 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 Council 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 Council shall have the right to have the reasons for their 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 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, or designee, should give advice even when it has not been requested.

CHAPTER 10

Miscellaneous Council Policies

10.01 Guidelines for Use of Washington Center

The City 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 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. The City accepts applications from January through July to request a free day in a subsequent year. For example, to reserve a date in 2004, an application should be submitted between January and 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 are received by the deadline.

5. The event may be used for fund-raising purposes if approved by the Lacey 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 on the City's website: www.CityofLacey.org/washington-center-community-use/

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 full Council for approval.

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

10.02 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 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 Council finds that home ownership by low-income people benefits the general welfare of the City and its community members. The Council also finds that waiving the payment of certain building fees will assist low-income families in owning a home. Further, the Council 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 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 to 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, submit to the City Manager a written request for a waiver of fees. The request must 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 makes 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 notifies all involved departments of said waiver.

5. The City Manager notifies the Council of a fee waiver and shall include a copy of the request for waiver with such notification.

(Refer to Attachment 10.02A – Ordinance 1248 and Attachment 10.02B – Ordinance 1362.)

10.03 Public Art Policy

The purpose of this policy is to provide a process for selecting and installing public artwork that defines City boundaries and entryways; creates a sense of community identity and character; reflects the City's history, heritage, values, and culture; makes the community more livable and enjoyable; and, celebrates the value, benefit, and contribution of art to our society.

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

Public art will be funded in part through revenue generated from an annual one dollar ($1.00) per capita set-aside as outlined in Resolution 1105. 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
    b. Create a sense of community, identity, and character
    c. Reflect Lacey's history, heritage, community values and culture
    d. Provide interactive opportunities for the general public
    e. Provide a pleasing living, working, and playing environment
    f. Enhance economic development and attract visitors
    g. Provide sustainable maintenance and operation costs
    h. Create opportunities for civic engagement
    i. Evoke a sense of fun

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. Historic reproduction lighting, ornamental poles, landscape furnishings, entry signs, park signs, clocks, bell towers, and fountains
    f. The rich diversity of the community
    g. Exceptional military service or the community's military connection

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
    b. Activity hubs such as business districts, commerce centers, and residential areas
    c. Roundabouts or traffic devices to compliment or enhance the natural landscaping of trees, shrubbery and bushes
    d. City-owned civic buildings and grounds, such as City Hall, the Community Center, the Lacey Timberland Regional Library, the Lacey Child Care Center, and the Virgil S. Clarkson Senior Center
    e. Lacey parks, trails, and publicly owned spaces
    f. Utility structures maintained by the City to include, but not limited to, utility boxes, poles, sidewalks, and maintenance hole covers

Procedure:

1. City staff maintain a catalogue existing art pieces, which identify the artist, the location of the art piece and the purchase cost. The catalogue includes a map representing the locations of existing pieces.

2. City staff maintain a map representing the locations of existing art pieces.

3. City staff develop a list identifying locations to place art pieces over a six-year period and provide revisions to the list as pieces of art are completed.

4. The City solicits for art pieces pursuant to City purchasing policies.

5. The full Council reviews and approves the final purchase and placement of the art installation.

(Refer to Ordinance 1022, Resolution 1105.)

Public Art Donations:

1. **Purpose**
   This policy outlines the guidance and minimum standards the City will follow to expand its public art collection through private donations from individuals or organizations, enhancing the community's experience. This policy aims to create a clear, consistent, and transparent process for reviewing, accepting, installing, maintaining, and, if needed, removing donated works of art on City properties. The City seeks to ensure that donated objects serve the public interest, reflect community values, align with the City's public art policy, maintain artistic and technical quality, and do not create unfunded or unreasonable long-term obligations.

   Artists, donors, community organizers, and others interested in collaborating on a public art project may be eligible to participate by donating funds for public art acquisitions, commissioning new art, or contributing objects directly to the collection.

2. **Exclusions**

This policy does not apply to donations covered in the Parks, Culture, and Recreation Department's Enhancements Program Policy. Such donations must be reviewed by the Parks, Culture, and Recreation Board in accordance with the Department's policy. Additionally, this policy does not apply to donations for the commemorative naming of public facilities or memorial roadways, which must follow the policy on naming public facilities and memorial roadways.

3. **Definitions**

Unless otherwise specified by the context, the definitions below apply to the terms and phrases used in this document.

"Acquisition" refers to adding objects to the City's permanent collection through commissioning, purchase, donation, or other means.

"Appraisal" denotes a professional, certified evaluation of objects, including its authenticity, condition, and provenance, to determine its monetary value.

"Artist" describes an individual recognized by peers, critics, and art professionals as consistently producing art, demonstrating a serious, ongoing commitment to the fine arts.

"Bequest" is a gift or donation made through a will.

"City" refers to the City of Lacey.

"City Council" refers to the Council of the City of Lacey as appointed at that time.

"City Manager" is the city's then-appointed city manager and/or their designee.

"City Manager's Office" is the City Manager's staff or another department designated by the City Manager.

"City Property" refers to City-owned or managed real property or related assets.

"Donation" refers to the voluntary transfer of art, a series of works of art, or a monetary gift to the City, intended for long-term public display and intended to transfer title of ownership to the City.

"Maintenance" refers to routine inspection and care of public art by the City or designee.

"Mural" refers to a large-scale painting or other object executed directly on or attached to a wall, street, or sidewalk.

"Object" is an original work of art in various media, including but not limited to any portable or permanently fixed sculpture, monument, mural, painting, drawing, earthwork, mixed media work, or time-based work (moving images or sound-based art), created by a professional artist or collaborative team.

"Public art" is an original object by an artist(s) that is publicly visible on a City-owned or managed site and intended to enhance the environment for community members.

"Site" refers to real property or land owned, leased, or operated by the City of Lacey.

4. **Process for Consideration**

A. **Donor submits a public art donation application.** A donor interested in donating art must submit a City-approved application to the City Manager's Office. The application should include, but is not limited to:
    a. A cover letter describing the donation, explaining how it aligns with the City's public art policy, and why it should be part of the City's Public Art Collection.
    b. Drawings, photographs, or models, showing details such as scale and materials. When appropriate, a small-scale three-dimensional model may be requested. Photos of models will be kept with the application, and all physical models will be returned after review, regardless of the application outcome. If an artist or applicant does not pick up the model within 30 days, it may be disposed of.
    c. Artist's resume.
    d. Installation details — including engineered plans, if needed — may be required by the City. The City will require the applicant to bear the associated costs.
    e. Description of routine maintenance and an estimate of annual and long-term maintenance costs.
    f. Estimated value for insurance purposes.
    g. Budget and preferred schedule.
    h. The applicant's preferred site location, if known.
    i. The applicant's level of interest in retrieving the object if the City decides to remove it for any reason.

    Other materials may be requested at the City's determination.

B. **Initial review.** The City Manager's Office will acknowledge receipt of the proposal. They will then review the proposal to determine if the application meets the selection criteria and public art objectives. If additional information or clarification is needed, the City will reach out to the applicant. This information should be provided within two weeks or within another timeframe mutually agreed upon to support a timely, collaborative review process.

C. **Internal preliminary technical review.** Once the City Manager's Office verifies that the proposal meets public art criteria, it is forwarded to the appropriate City departments, including but not limited to Parks, Culture, and Recreation; Public Works; and Community and Economic Development, for preliminary technical assessments and risk reviews. These reviews shall consider public safety, installation feasibility, maintenance requirements, and structural stability. The proposal must comply with any and all applicable safety standards (including the Americans with Disabilities Act), be structurally sound, and integrate appropriately with surrounding infrastructure, such as landscaping, utilities, and lighting.

D. **Acceptance or rejection decision**. All decisions to accept or reject public donations are in the sole discretion of the City. For donations of $7,500 or less, the City Manager shall make the final decision. The City Manager will seek recommendations and input from an Advisory Board before making that decision and may bring it to the City Council for final approval.

    For donations of over $7,500, the City Manager's Office will seek review by an art committee. If no art committee is in place, an Advisory Board designated by the City Manager's Office will review the proposal and provide a recommendation to the City Manager's Office. Additional reviews by other Advisory Boards may also be required. The City Manager's Office will then present its findings, recommendations, and input from the Advisory Boards and community to the City Council for a final decision. If,

after receiving this recommendation, the Council may, at its discretion, gather additional community feedback before making its final decision.
The City Manager's Office will notify the applicant of any decision.

E. **Donation agreement**. If the proposal is approved, the applicant and the City will sign a memorandum of agreement (MOA) outlining the conditions for donation. The MOA will include, among other things, requirements on:
    a. selection and design of the site, including all technical reviews and permits required by City, State, or Federal regulations
    b. maintenance responsibilities
    c. a project timeline for completion
    d. a professional appraisal by a qualified conservator of public art for insurance purposes
    e. the object's expected lifespan and anticipated display period
    f. if feasible, the conditions under which the object can be returned if the City removes it and the donor requests its return

If the donor and the City are unable to reach an agreement on the terms of the MOA, the acquisition process ends. The City Manager or the City Council will be notified. The applicant can appeal the decision to terminate the acquisition process to the City Council.

5. **Selection Criteria for the Acquisition of Donated Public Art**

A. All objects approved by the City for the City's public art collection must satisfy the following criteria:
    a. **Clear title**. Objects proposed to be transferred to the City by title must be conveyed with a clear title. Objects that are gifted, donated, deeded, or contributed to the City must be accompanied by a deed of gift.
    b. **Original art and authentication**. Only original objects may be donated to the City's public art collection. Copies or reproductions, whether authorized or not, will not be considered. Donors are responsible for establishing the object's authenticity. If the City Manager's Office is not satisfied with the object's authenticity, the City Manager's Office may request additional information from the donor and will take reasonable steps to confirm the object's authenticity.
    c. **Reflects community values and forum disclaimer.** The City reserves the right with or without cause to decline any object or donated materials and may decline any proposals that are inconsistent with the community's values and character or include overt advertising, religious references, sexual content, negative imagery, or political partisanship. All submissions must be inclusive, culturally sensitive, and respectful of all community members, and must comply with applicable laws, including copyright, intellectual property, and local regulations. Acceptance of a donation does not create a public forum, and the City retains sole discretion over the display, use, or removal of the donated objects. This determination is made to ensure public safety, maintain community harmony, and protect the integrity of public sites.
    d. **Free of advertising or promotional content.** The object or identifying plaque must not include advertising or promotional content relating to living individuals or to organizations, institutions, or businesses currently in operation. A plaque that accompanies the object and displays the name of the donor, artist, or artwork will not be considered advertising.
    e. **Restrictions**. Objects added to the City's public art collection must be given with no contingencies or obligations. The City may make reasonable efforts to recognize the artists and donors.

f. **Suitability**. The City will not accept objects that cannot be displayed, sustainably maintained, and securely protected.

B. **Attributes**. The City considers the following attributes when acquiring objects for inclusion in its collection:
   a. **Artistic excellence**. The originality and aesthetic quality or value of the object should be comparable to or exceed those of pieces already in the collection and would contribute to the collection's overall diversity and quality.
   b. **Condition**. The object must be in good condition.
   c. **Durability**. The object's materials, finishes, and construction should be chosen to ensure lasting quality and to resist vandalism.
   d. **Local artist**. A strong preference is given to objects created by local artists from the greater Puget Sound area. The artist's credentials, reputation, and quality of their work will be evaluated.
   e. **Maintenance**. The City will maintain all donated objects; however, at its discretion, the City may request that the donor establish an endowment or a maintenance agreement for objects that require substantial maintenance.
   f. **Safety**. Objects should be safe for people interacting with them. Safety conditions and factors that may affect liability must be considered, and objects should also be designed to comply with the Americans with Disabilities Act and related federal, state, and local codes.
   g. **Site specific**. Objects must be appropriate for the selected site. The City makes the final decision on the location of the object's display.

6. **Conditions**

Art ownership and use. Donors must agree that once their donations are accepted, all items included in the City's public art collection automatically become the exclusive property of the City. If there are no restrictions, these works may be displayed, loaned, retained, or disposed of in a manner that the City determines best serves the collection. Accepting donated objects does not guarantee permanent installation and may be subject to removal or relocation at a later time.

Appraisals. The City does not provide art appraisals. The IRS requires a written appraisal from a qualified appraiser for donations exceeding $5,000.

Compliance with laws. All objects donated shall comply with all applicable local, state, and federal laws.

(*Refer to Resolution 1186*.)

10.04 Water Utility System

The purpose of this policy is to manage the City's water resources in a manner which protects environmental quality, provides for the public health, protects fish and other aquatic habitat, provides for a vibrant local economy, and accounts 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 Council passed Resolution No. 917 on December 21, 2006, creating policies limiting the availability of water for future water customers. To address limited water resources, the City's previously:

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. Participated actively 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 Council instituted the following policies limiting the availability of water for future water customers:

1. 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.

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

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 State 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.

3. 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 Resolution 917)

10.05 Spirit of Lacey Award

The Spirit of Lacey Award program provides the 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* recognizes '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 on the City's website:. 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, is available on the City's website for general public access and to encourage submittal of nominations.

Selection Process

1. Nominations received during the course of the year will be considered along with other recommendations, if any.

2. The Council reviews and deliberates on the merits of each nomination utilizing the criteria and principles established herein.

   a. If the Council determines the nomination meets the criteria, they will recognize the nomination at a future Regular Council Meeting.

b. If the Council determines the nomination does not meet the criteria, the Council may discuss 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 a Regular Council Meeting.

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

Record:

1. A record of all *Spirit of Lacey Award* recipients will be maintained on the City's website .

(Refer to Spirit of Lacey Award Nomination Form)

10.06 Annexation Policy

The Annexation policy serves as the framework from which specific annexation requests can be reviewed and evaluated.

Guiding Principles

1. The City ensures that annexations are processed in accordance with State annexation laws in a timely and efficient manner.

2. The City insures that annexations include the participation of the annexation area residents through either the petition or election methods of annexation.

3. The City collaborates 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 utilizes 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, financial goals, and policies of the City.

1. The City evaluates 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 considers 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 evaluates 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 community members;
    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 Growth Management Act and the adopted Comprehensive Plan; and
    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 will support the following annexation procedures:

    a. The City Manager designates the Community Development Department and/or other staff to perform the following:

        i. Receive and process annexation requests.
        ii. Furnish the public and City officials with annexation procedure information
        iii. Coordinate the preparation of annexation studies, technical studies and assessments on the impacts from annexation

    b. The City reviews 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 confers 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. The City creates, updates, refines, and maintains a City annexation brochure and other informational resources relating to annexation.

f. The City develops a standardized matrix and evaluation process for conducting fiscal feasibility studies to determine the economic impact of proposed annexations.

g. The City develops 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 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.

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.

Interlocal Agreements

1. The City where appropriate, collaborates with adjacent jurisdictions in the creation of interlocal 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 participates in the planning for areas outside its boundaries but within its urban growth area to ensure that land uses are compatible with the City and Thurston County Land Use Plan for the Lacey Urban Growth Area, goals, polices and land use designations.

(Refer to Attachment 10.06A through 10.06E – Growth & Annexation Policies.)

10.07 Interlocal Agreements Approval Process

Policy

The following policy is established for Interlocal Agreements approved by the Council.

Definition

Interlocal Agreements are authorized through the Interlocal Cooperation Act, Chapter 39.34 RCW. The act provides for public agencies to contract with one or more other public agencies to perform governmental activities or services which each agency is authorized by law to perform individually. This means a city may contract with another city, the county, a special purpose district, or an agency of the state or federal government.

Procedure

1. Determine classification category for the interlocal agreement.
    a. Routine
        i. Any Interlocal Agreement that requires a City commitment of equal to or less than $25,000; or
        ii. Any agreement previously established that is set for renewal or amendment that does not include any significant language changes or increase in level of City support.
    b. Substantial or Significantly Modified
        i. Any Interlocal Agreement that requires a City commitment of more than $25,000; or
        ii. Any agreement previously established that is set for renewal or amendment that **includes** significant language changes or increase in level of City support.
2. Each category must follow its respective approval process for Interlocal Agreements.
    a. Routine Category
        i. The City Manager is authorized to execute Interlocal Agreements categorized as “Routine.”
        ii. The City Manager will report on approved Routine Interlocal Agreements during the City Manager’s Report.
    b. Substantial or Significant Category
        i. Any Interlocal Agreement categorized as “Substantial” or “Significantly Modified” should be presented to the Council for consideration.

10.08 Land Acknowledgment

The purpose of this policy is to establish a City of Lacey Land Acknowledgment and provide guidance for City of Lacey employees, volunteers, appointed officials, and elected officials on its use. This policy is subject to change.

Land Acknowledgments

Land Acknowledgments are rooted in many Indigenous people's practices and cultural protocols in order to recognize other Indigenous peoples whose land one is a guest on.

> **"**It is important to note that this kind of acknowledgement is not a new practice developed by colonial institutions. Land acknowledgement is a traditional custom dating back centuries for many Native communities and nations. For non-Indigenous communities, land acknowledgement is a powerful way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth…"
>
> Duwamish Tribe webpage

A land acknowledgment is a formal statement that recognizes, pays tribute to, expresses gratitude and respect for, affirms the ongoing relationship between indigenous people and the land, and helps raise awareness of the Indigenous histories, perspectives, and experiences — past, present, and future. In addition, Land Acknowledgments:

- Express support for Indigenous communities.
- Raise awareness of histories that led to past and current development of area, including history of dispossession, displacement, colonialization, cultural erasure, broken treaties, etc.
- Recognize the positive impacts of indigenous history and culture on the greater community.
- Are a first step to inspire more action and better relationships indigenous people.
- Are not intended to be a performative act.
- Are ceremonial in nature and do not carry any legal authority.

The City's Land Acknowledgment was reviewed by members of the Nisqually Indian Tribe. In adopting a local land acknowledgment, the City is not taking a position on the status of federal recognition for any tribe. The City recognizes that land acknowledgments are powerful statements and that these statements are most meaningful when paired with authentic and sustained relationships with Indigenous communities.

City of Lacey Land Acknowledgment

> We acknowledge the ancestral land we are on today as the traditional territory of the Tribal People of the Treaty of Medicine Creek, signed in 1854, including the Nisqually Indian Tribe and Squaxin Island Tribe.

We acknowledge, remember, and must not forget those Tribal People that are named but not recognized today, and who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here.

We acknowledge, Indigenous People who called the land home before the arrival of settlers and have been here Since Time Immemorial.

We recognize the relationship that exists between Indigenous People and their traditional territories, which include the religious significance, self-determination, identity, and economic factors. The relationship helps all people heal from the past and learn how not to inflict new wounds today.

We recognize and respect Indigenous People as traditional stewards of this land, and acknowledge the Tribal Governments and their role today in taking care of these lands.

We recognize that this land acknowledgment, and the Nisqually-Lacey Accord of 2014, are small steps toward true allyship. We commit to partnering with the Tribal People of the Treaty of Medicine Creek to continue to uplift the voices, experience, and histories of indigenous people of this land and beyond.

We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today.

We recommend that community members read the Medicine Creek Treaty of 1854.

City of Lacey Abbreviated Land Acknowledgment

We [or insert object, e.g., "This Marker is"] are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as it has today. We recommend that community members read the Medicine Creek Treaty of 1854.

Land Acknowledgment Use

The above Land Acknowledgments may be used:

1. To open City meetings, events, or programming;
2. As part of City plans, reports and other adopted documents; and
3. On City signage, markers, maps, and other materials.

Guidelines for use of the Land Acknowledgment is provided below. Please contact the City Manager's Office if you are planning to use the Land Acknowledgment for uses #2 and #3.

1. City Meetings, Events or Programming

For City Council meetings, the full or abbreviated Land Acknowledgment should:

A. Be printed on every Regular and Special Council meeting agenda, and

B. Read out loud at Council meetings where appropriate, as determined by the Mayor or presiding officer.

Additionally, the Land Acknowledgment may be used at the beginning of meetings or other events hosted by the City. Such meetings could include, but are not limited to:

A. City staff meetings;

B. City Advisory Board or Commission meetings;

C. Community meetings hosted by the City, such as town halls, open houses, focus groups, or similar;

D. Ceremonial events, such as ribbon-cuttings; and

E. City events, such as large-scale Parks, Culture, and Recreation events.

It is not recommended to assert or suggest using the Land Acknowledgment for meetings or events hosted by other organizations.

Recommendations for Use at City Meetings or Events:

A. The full or abbreviated Land Acknowledgment should be read at the beginning of meetings or events.

B. Keep the introduction of the Land Acknowledgment simple and direct:

"To start this meeting/event, I would like to read the City's adopted Land Acknowledgment statement…"

C. Best practice guidance from Indigenous People is that you speak from your heart when reading the Land Acknowledgment, do not make the reading performative.

D. Do not include other announcements about social, political, or City initiatives alongside the Land Acknowledgment. The Land Acknowledgment should be and feel separate from any other announcements.

If anyone at a City meeting or event has a question or concern about the use of the Land Acknowledgment, they can be refer to the City's website www.CityofLacey.org/LandAcknowledgement and/or the City's Manager Office.

2. <u>City Plans, Reports and Other Adopted Documents</u>

The full text of the Land Acknowledgment can be added to the beginning of City Plans, Reports and Other Adopted Documents. In this context, "Adopted Documents" is defined as policy documents that are adopted by the Council.

For such documents, the full text of the Land Acknowledgment should be used with the footer:

"Visit www.CityofLacey.org/LandAcknowledgement for more information."

As some documents have pages that are intentionally left blank, the Land Acknowledgment should appear on the first page that has text after the cover page. The Land Acknowledgment should appear before all other text elements. No visual or graphics should accompany or be integrated into the Land Acknowledgment text. The Land Acknowledgment should be set in the same font as other text in the document. Italics may be used at the author's discretion.

3. Signage, Markers, Maps, and Other Materials.

The full or abbreviated Land Acknowledgment can be added to printed City signage, markers, maps, and other materials.

For such a use, when possible, the full Land Acknowledgment should be used, with the following footer:

"Visit www.CityofLacey.org/LandAcknowledgement for more information."

With projects with space limitations that prevent the use of the full Land Acknowledgment, the abbreviated Land Acknowledgment should be used, with the following footer:

"Visit www.CityofLacey.org/LandAcknowledgement for more information."

No visual or graphic should accompany or be integrated into the Land Acknowledgment text. The Land Acknowledgment should be set in the same font as other text in the document. Italics may be used at the author's discretion.

Land Acknowledgment on City Webpages

A link to the Land Acknowledgment webpage should be made available on the top banner of the City website and other City operated websites. Given the presence of this link, there is no need to include the Land Acknowledgment on specific projects, programs, or other webpages. A link to the Medicine Creek Treaty of 1854 will be provided on the Land Acknowledgment page.

LINKS

Resolution 1071 Relating to the Organization and Procedures of the City Council

Resolution 842 Relating to the Organization and Procedures of the City Council

Resolution 620 Relating to the Organization and Procedures of the City Council

Application for Appointment to Lacey City Council Advisory Boards

Resolution 945 Approving and Adopting the Fiscal Policies of the City (includes: Reserve Fund Policies, Budget – Revenue and Expenditure Policies, Enterprise Fund Policies, Cash Management and Investment Policies, Accounting, Financial Reporting, and Auditing Policies, Debt Management Policies, and Capital Maintenance and Replacement Policies)

Finance Policy: Reimbursement for Expenses Incurred in Conduct of City Business

Application to Request City Proclamation

Resolution 1120 Updating the City of Lacey's Flag Policy

Resolution 1118 Updating Executive Session

Resolution 1118 Updating Public Comment and Public Hearing

Resolution 1118 Updating Audio and Video Recordings of Meetings

Application for Use of the Washington Center

Ordinance 1248 Relating to Home Ownership by Low Income Families, Certain Fees for the Construction of Such Homes and Adopting a Summary for Publication

Ordinance 1362 Relating to the Providing of Services to Youth of the Community

Ordinance 1022 Relating to Public Art

Resolution 917 Relating to the Providing of Services by the City's Water Utility System

Spirit of Lacey Award Nomination Form

Resolution 541 Growth and Annexation Policies (includes Lacey Growth Policy, Annexation Policy, Memorandum of Understanding on Urban Growth Management, and Lacey Extraterritorial Planning Issues and Approach