

RESOLUTION 1071

CITY OF LACEY

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

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

Section 1: Repeal of Prior Resolutions and Amendment of Current Language. The organization of the City Council and the procedure for the conduct of its business shall be in accordance with state law, the ordinances of the City and this Resolution. Resolutions 620, 842 and 893 relating to the organization and procedures of the City Council are hereby repealed and superseded by the contents of this Resolution. In addition, Section 10.03 of the Council Policies-Procedures relating to the organization and procedures of the City Council is hereby amended by the contents of this Resolution.

Section 2: Council Meetings.

A. A proposed agenda shall be prepared prior to each meeting of the City Council. The proposed agenda, together with copies of all information to be considered by the Council at the forthcoming meeting, shall be posted to the City's website, and each Councilmember will be notified by email when it is available by 4 p.m. the Friday before the meeting.

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

C. Councilmembers shall attempt to conduct business at all council meetings in a manner, which will allow for adjournment no later than 10:00 p.m.

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

Section 3: Standing Council Committees.

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

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

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

C. Land Use and Environment: This committee shall be responsible for policy development and review of matters referred to the Council by the City's Planning Commission and Thurston Regional Planning Council, as well as urban growth policy, and housing issues. Committee members shall also review matters concerning the environment including stewardship, conservation, regulations, policy, initiatives, and projects.

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

E.           Transportation: This committee shall be responsible for policy developments and review concerning streets, highways, public transit, sidewalks, bicycle routes, traffic safety, rail, parking and all other transportation matters. The committee shall review and make recommendations to the Council on matters relating to local and regional comprehensive transportation plans, transportation improvement proposals and matters referred to the City by the Transportation Policy Board and the Thurston Regional Planning Council.

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

Section 4. Authority of Standing Committees. To recognize the relationship between standing committees and the full City Council, standing council committees shall be concerned primarily with policy matters and responsibilities vested in the legislative body of the City. Each committee shall review those policy matters assigned by the terms of the Resolution as may be determined by direction of the City Council and shall formulate recommendations to the Council for action. Standing committees are subordinate to the City Council and the activities of such committees shall not substitute for Council action, but shall be designed to facilitate Council business, unless specific or limited authority has been granted by the full Council to conduct business on behalf of the full Council.

Section 5. Appointment of Committee Member. The appointment of all members of standing and special committees of the Council shall be made by the mayor with the approval of the Council. The chair of each committee is elected by its committee members, and presides over the meeting.

Section 6. Special Committees. The Council may create special committees by motion to accomplish specific tasks of limited duration.

Section 7. Committee Meetings. All committees should coordinate their activities with one another and with the Council as a whole. The schedule of committee meetings shall be maintained at City Hall and provided to Councilmembers through regular distributions. All committee meetings shall be open to the public unless the subject matter at such meeting is one upon which the Council as a whole would meet in executive session pursuant to state law. A Councilmember who is not a member of a particular committee may attend a meeting of that committee, but may not be involved in the committee discussion. Also, that Councilmember should provide sufficient advance notice so that the City can assure compliance with the advance notice provisions of the State Open Public Meetings Act.

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

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

Section 10. Citizen Involvement. Any standing or special committee of the Council may seek involvement or advice of citizens of the community through advisory task forces, focus groups, neighborhood or other area meetings, or by such other means as the committee may deem appropriate.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 1st  
day of November, 2018.


CITY COUNCIL

BY:   
MAYOR

Attest:

  
City Clerk

Approved as to form:

  
City Attorney

