

RESOLUTION 620

CITY OF LACEY

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

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

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 Resolution 560 relating to the organization and procedures of the city council is hereby repealed and superseded by the contents of this resolution.

Section 2. Council Meetings.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY COUNCIL

BY Kay M. Boyd  
Mayor

Attest:

Timothy McGuire  
City Clerk

Approved as to form:

[Signature]  
City Attorney