



City of Tumwater Proclamation Guidelines

Proclamations are issued by the Mayor in support of local causes, programs, or matters which advance adopted City policy and strategy and increase public awareness of issues important to the well being of the residents of the City of Tumwater, consistent with State law.

Proclamations do not require City Council action. If a proclamation request is approved by the Mayor, a single copy of the proclamation document will be provided to the requester at no cost. The proclamation may be read and presented at a regularly scheduled City Council meeting. Signed proclamations are posted on the City's on-line records system and are available to the public.

Proclamations are typically read and presented at regularly scheduled City Council meetings (1st and 3rd Tuesday of each month). A local representative should be available at the meeting to receive the proclamation and make a few brief remarks about the subject of the proclamation.

In order to issue a proclamation, the following will be considered:

Requests for mayoral proclamations and other ceremonial documents shall be submitted to the Office of the Mayor for consideration. Proclamation sponsors should provide their request to the Mayor along with a sample/draft proclamation for consideration at least 30 days in advance of the event by email to: mayor@ci.tumwater.wa.us or by mail to the following address:

City of Tumwater
Mayor's Office
555 Israel Road SW
Tumwater, WA 98501

Preference will be given to proposals of local concern which specifically impact the citizens or businesses of Tumwater or from organizations which represent or provide service to a majority of Tumwater citizens in an endeavor to contribute to the quality of life in Tumwater.

Only one proclamation will be issued per year per organization. Each renewal request will be considered on a case by case basis.

Proposals for proclamations promoting for-profit causes will generally not be considered.

Proposals which recognize individuals will generally not be considered unless they concern Tumwater citizens or business owners who have made a significant contribution to the City of Tumwater or City employees and officials who are recognized for their service to the City.

Proposals which promote a position on a pending ballot or legislative issue will not be considered. (*Pending ballot or legislative issues must be prepared by a Council resolution sponsored by a member of the City Council following procedures specified in State Public Disclosure Law.*)

Submission of a proclamation request does not guarantee issuance. Ultimately, the proclamation is issued by the Mayor and the Mayor reserves the right to reject or modify a proclamation in any way.

TUMWATER CITY HALL
555 ISRAEL ROAD SW
TUMWATER, WA 98501-6558

www.ci.tumwater.wa.us
FAX: 360/754-4126

ADMINISTRATION
CITY ADMINISTRATOR
MAYOR AND COUNCIL
360/754-4120

ATTORNEY
360/754-4121

DEVELOPMENT SERVICES
BUILDING PERMITS
ZONING & ENGINEERING
360/754-4180

BUILDING INSPECTION
REQUEST LINE
360/754-4189

FINANCE DEPARTMENT
CITY CLERK
INFORMATION TECHNOLOGY
360/754-4130

MUNICIPAL COURT
360/754-4190

FIRE DEPARTMENT
360/754-4170
FAX: 360/754-4179

GENERAL SERVICES
PERSONNEL
360/754-4122
JOB LINE 360/754-4129

PARKS & RECREATION
360/754-4160
FAX: 360/754-4166

MUNICIPAL GOLF COURSE
4611 TUMWATER VALLEY DR SE
TUMWATER, WA 98501
360/943-9500
FAX: 360/943-4378

OLD TOWN CENTER
215 N. 2ND STREET SW
TUMWATER, WA 98512
360/754-4164
FAX: 360/754-2063

PLANNING & FACILITIES
LONG RANGE PLANNING
BUILDINGS & GROUNDS
HISTORIC PROGRAMS
360/754-4210
FAX: 360/754-4142

POLICE DEPARTMENT
360/754-4200
FAX: 360/754-4198

PUBLIC WORKS
ENGINEERING
360/754-4140
FAX: 360/754-4142

OPERATIONS &
MAINTENANCE
360/754-4150