



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, October 30, 2023**

**6:00 PM**

**Council Chambers, Online and  
Via Phone**

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**Special Meeting  
Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_xNgh-yByTaCbIqqt\\_JhBog](https://us02web.zoom.us/webinar/register/WN_xNgh-yByTaCbIqqt_JhBog)

**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION - NONE**

**3. PUBLIC COMMENT**

*(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)*

*During this portion of the meeting, community members may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these two areas: (1) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

*Individual comments are limited to two (2) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.*

**COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)**

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

**4.A** [23-0955](#) Approval of October 24, 2023 City Council Meeting Minutes

**Attachments:** [Minutes](#)

**4.B** [23-0957](#) Approval of Payroll Certification August 15, 2023 Through October 15, 2023

**Attachments:** [Payroll Certification](#)

- 4.C [23-0947](#) Acceptance of the 2023 Police Auditor Mid-Year Report

**Attachments:** [Police Auditor 2023 Mid-Year Report](#)

- 4.D [23-0952](#) Approval of the 2023 City Council Guidebook

**Attachments:** [2023 City Council Guidebook](#)

- 4.E [23-0956](#) Approval of a Resolution Declaring that the City of Olympia Supports the United States Entry into the Treaty To Prohibit Nuclear Weapons

**Attachments:** [Resolution](#)

- 4.F [23-0945](#) Approval of a Resolution Authorizing a Right-Of-Way Use Agreement with Olympia Coffee Roasting Co.

**Attachments:** [Resolution](#)

[Agreement](#)

[Site Plan](#)

- 4.G [23-0946](#) Approval of a Resolution Authorizing a Right-Of-Way Use Agreement with Well 80 Real Estate, LLC.

**Attachments:** [Resolution](#)

[Agreement](#)

[Site Plan](#)

#### 4. SECOND READINGS (Ordinances)

- 4.H [23-0900](#) Approval of an Ordinance Amending Olympia Municipal Code Chapters 4.70 Related to Residential Parking

**Attachments:** [Ordinance](#)

[Parking Strategy Chapter 5](#)

[Residential parking zones map](#)

#### 4. FIRST READINGS (Ordinances) - NONE

#### 5. PUBLIC HEARING

- 5.A [23-0944](#) Public Hearing and Informational Meeting for Water System Consumers on the Draft 2021-2026 Water System Plan

**Attachments:** [Staff Response to Department of Health review comments](#)

[Utility Advisory Committee Recommendation Letter](#)

[Link to the Water System Plan webpage](#)

- 5.B [23-0948](#) Public Hearing on the 2024 Ad Valorem Tax

**6. OTHER BUSINESS**

- 6.A** [23-0953](#) Approval of Recommendations for an Olympia Youth Council

**Attachments:** [Olympia Youth Council Research and Recommendations](#)

- 6.B** [23-0951](#) 2024 Preliminary Budget Briefing

**7. CONTINUED PUBLIC COMMENT**

*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)*

**8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS****9. CITY MANAGER'S REPORT AND REFERRALS****10. ADJOURNMENT**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## City Council

### Approval of October 24, 2023 City Council Meeting Minutes

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.A  
**File Number:**23-0955

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**Type:** minutes **Version:** 1 **Status:** Consent Calendar

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**Title**

Approval of October 24, 2023 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Tuesday, October 24, 2023

6:00 PM

Council Chambers, Online and Via  
Phone

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### Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_DwPurMLeTdigklpmpnsy4A](https://us02web.zoom.us/webinar/register/WN_DwPurMLeTdigklpmpnsy4A)

#### 1. ROLL CALL

**Present:** 7 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Jim Cooper, Councilmember Y n Hu nh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Dontae Payne

#### 1.A ANNOUNCEMENTS - None

#### 1.B APPROVAL OF AGENDA

The agenda was approved.

#### 2. SPECIAL RECOGNITION - None

#### 3. PUBLIC COMMENT

The following people spoke: Lisa Riner, Judy Bardin, Bob Jacobs and Leslie Kushman.

#### 4. CONSENT CALENDAR

4.A [23-0938](#) Approval of October 17, 2023 City Council Meeting Minutes

The minutes were adopted.

4.B [23-0868](#) Approval of a Resolution Authorizing Submission of a Connecting Housing to Infrastructure Program Grant Application for the Habitat for Humanity Boulevard Road Project

The resolution was adopted.

4.C [23-0869](#) Approval of a Resolution Authorizing Submission of a Connecting Housing to Infrastructure Program Grant Application for the 228 Olympia Housing Project

The resolution was adopted.

- 4.D**     [23-0874](#)     Approval of a Resolution Setting the Date for a Public Hearing on Proposed Designation of Certain Additional Areas of the City as Additional Residential Targeted Areas for Purposes of the Multi-Family Tax Exemption

**The resolution was adopted.**

- 4.E**     [23-0917](#)     Approval a Resolution Authorizing a Modification to a Second Amendment to an Amended Interlocal Agreement Regarding Creation of a Public Facilities District for Regional Centers

**The resolution was adopted.**

### **Approval of the Consent Agenda**

**Councilmember Parshley moved, seconded by Councilmember Payne, to adopt the Consent Calendar. The motion carried by the following vote:**

**Aye:**           7 - Mayor Selby, Mayor Pro Tem Gilman, Councilmember Cooper, Councilmember Huynh, Councilmember Madrone, Councilmember Parshley and Councilmember Payne

#### **4.     SECOND READINGS (Ordinances) - None**

#### **4.     FIRST READINGS (Ordinances) - None**

### **5.     PUBLIC HEARING**

- 5.A**     [23-0873](#)     Public Hearing for a Grant Application to the Department of Housing and Urban Development to Pursue Funding for Affordable Homeownership

Affordable Housing Program Manager Jacinda Steltjes gave an overview of the grant application to pursue funding for affordable homeownership.

Mayor Selby opened the hearing at 6:37 p.m. No one spoke. The public hearing was closed at 6:38 p.m.

**The public hearing was held and closed.**

### **6.     OTHER BUSINESS**

- 6.A**     [23-0923](#)     State of LOTT Clean Water Alliance Briefing

LOTT Clean Water Alliance Executive Director Matt Kennelly shared an update of the organization's operations, recent projects, and planning efforts.

Councilmembers asked clarifying questions.

**The information was received.**

**6.B**     [23-0922](#)           Council of Neighborhoods Association Memorandum of Understanding Discussion

Deputy Community Planning & Development Director Tim Smith shared an overview of the proposed update to the Memorandum of Understanding with the Council of Neighborhood Association.

Councilmembers provided feedback and asked clarifying questions.

**The discussion was completed.**

**6.C**     [23-0900](#)           Approval of an Ordinance Amending Olympia Municipal Code Chapters 4.70 Related to Residential Parking

Program Analyst Max DeJarnatt gave an overview of the Parking Strategy and the ordinance amending Olympia Municipal Code Chapter 4.70 related to Residential Parking.

Councilmembers asked clarifying questions.

**Mayor Pro Tem Gilman moved, seconded by Councilmember Parshley, to approve on first reading and forward to second reading, an ordinance amending Olympia Municipal Code Chapter 4.70 related to Residential Parking. The motion carried by the following vote:**

**Aye:**           7 - Mayor Selby, Mayor Pro Tem Gilman, Councilmember Cooper, Councilmember Huynh, Councilmember Madrone, Councilmember Parshley and Councilmember Payne

**7. CONTINUED PUBLIC COMMENT - None**

**8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers reported on meetings and events attended.

Mayor Selby proposed, and Council agreed, to add a November 6 City Council meeting.

**9. CITY MANAGER'S REPORT AND REFERRALS - None**

**10. ADJOURNMENT**

The meeting adjourned at 8:35 p.m.



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## City Council

### Approval of Payroll Certification August 15, 2023 Through October 15, 2023

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.B  
**File Number:**23-0957

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**Type:** decision **Version:** 1 **Status:** Consent Calendar

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**Title**

Approval of Payroll Certification August 15, 2023 Through October 15, 2023



CITY OF OLYMPIA

PAYROLL CERTIFICATION FOR PAY PERIOD END: 8/15/2023

NET PAY: (SEMI MONTHLY)	\$	2,022,931.06
FIRE PENSION PAY: (MONTHLY)	\$	-
TOTAL NET PAY:	\$	2,022,931.06
Semi-monthly Payroll Check Numbers: <u>94222</u> to <u>94237</u>	\$	15,396.32
Semi-monthly Payroll Direct Deposit:	\$	2,007,534.74
Manual Payroll Check Numbers: _____ to _____	\$	-
Monthly Fire Pension Check Numbers: _____ to _____		
Monthly Fire Pension Direct Deposit:		
TOTAL NET PAY:	\$	2,022,931.06

Patricia Brassfield  
Prepared by:

8/23/2023  
Date

Debbie Heilman  
Reviewed by:

Aug 23, 2023  
Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: 8/15/2023 have been examined and are approved as recommended for payment.

Aaron BeMiller  
Approved by/Finance Director

Aug 24, 2023  
Date

# CITY OF OLYMPIA

## PAYROLL CERTIFICATION FOR PAY PERIOD END: 8/31/2023

NET PAY: (SEMI MONTHLY)			\$	1,974,247.49
FIRE PENSION PAY: (MONTHLY)			\$	22,837.21
			\$	-
TOTAL NET PAY:			\$	1,997,084.70
Semi-monthly Payroll				
Check Numbers:	<u>94238</u>	to	<u>94250</u>	\$ 9,358.47
Semi-monthly Payroll				
Direct Deposit:			\$	1,964,889.02
			\$	-
Manual Payroll Check	<u>          </u>	to	<u>          </u>	
Numbers:	<u>          </u>	to	<u>          </u>	
Monthly Fire Pension				
Check Numbers:	<u>94221</u>	to	<u>94221</u>	\$ 754.29
Monthly Fire Pension				
Direct Deposit:			\$	22,082.92
TOTAL NET PAY:			\$	1,997,084.70

*Patricia Brassfield*  
 \_\_\_\_\_  
 Prepared by:

9/6/2023  
 \_\_\_\_\_  
 Date

*Debbie Heilman*  
 \_\_\_\_\_  
 Reviewed by:

**Sep 7, 2023**  
 \_\_\_\_\_  
 Date

The Finance Director of the City of Olympia, Washington, herby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: **8/31/2023** have been examined and are approved as recommended for payment.

*Aaron BeMiller*  
 \_\_\_\_\_  
Aaron BeMiller (Sep 7, 2023 09:38 PDT)  
 Approved by/Finance Director

**Sep 7, 2023**  
 \_\_\_\_\_  
 Date

**CITY OF OLYMPIA**

**PAYROLL CERTIFICATION FOR PAY PERIOD END: 9/15/2023**

NET PAY: (SEMI MONTHLY)	\$	1,942,340.41
FIRE PENSION PAY: (MONTHLY)	\$	27,133.77
	\$	-
<b>TOTAL NET PAY:</b>	<b>\$</b>	<b>1,969,474.18</b>
Semi-monthly Payroll Check Numbers: <u>94252</u> to <u>94264</u>	\$	8,796.61
Semi-monthly Payroll Direct Deposit:	\$	1,933,543.80
Manual Payroll Check Numbers: _____ to _____	\$	-
Monthly Fire Pension Check Numbers: <u>94251</u> to <u>94251</u>	\$	754.29
Monthly Fire Pension Direct Deposit:	\$	26,379.48
<b>TOTAL NET PAY:</b>	<b>\$</b>	<b>1,969,474.18</b>

Patricia Brassfield  
Prepared by:

9/26/2023  
Date

Debbie Heilman  
Reviewed by:

Sep 26, 2023  
Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: **9/15/2023** have been examined and are approved as recommended for payment.

Aaron BeMiller  
Aaron BeMiller (Sep 26, 2023 14:32 PDT)  
Approved by/Finance Director

Sep 26, 2023  
Date

**CITY OF OLYMPIA**

**PAYROLL CERTIFICATION FOR PAY PERIOD END: 9/30/2023**

NET PAY: (SEMI MONTHLY)		\$	1,912,182.51
FIRE PENSION PAY: (MONTHLY)		\$	-
TOTAL NET PAY:		\$	1,912,182.51
Semi-monthly Payroll			
Check Numbers: <u>94265</u>	to	<u>94278</u>	\$ 32,835.58
Semi-monthly Payroll			
Direct Deposit:		\$	1,879,346.93
Manual Payroll Check			
Numbers: _____	to	_____	\$ -
Monthly Fire Pension			
Check Numbers: _____	to	_____	
Monthly Fire Pension			
Direct Deposit:			
TOTAL NET PAY:		\$	1,912,182.51

Patricia Brassfield  
Prepared by:

10/6/2023  
Date

Debbie Heilman  
Reviewed by:

Oct 6, 2023  
Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: **9/30/2023** have been examined and are approved as recommended for payment.

Aaron BeMiller  
Aaron BeMiller (Oct 6, 2023 10:06 PDT)  
Approved by/Finance Director

Oct 6, 2023  
Date

CITY OF OLYMPIA

10/15/2023

NET PAY: (SEMI MONTHLY) \$ 2,222,969.81

FIRE PENSION PAY: (MONTHLY) \$ 23,209.43

\$ -

TOTAL NET PAY: \$ 2,246,179.24

Semi-monthly Payroll Check Numbers: 94282 to 94292 \$ 5,895.29

Semi-monthly Payroll Direct Deposit: \$ 2,217,074.52

Manual Payroll Check Numbers: to \$ -

Monthly Fire Pension Check Numbers: 94281 to 94281 \$ 754.29

Monthly Fire Pension Direct Deposit: \$ 22,455.14

TOTAL NET PAY: \$ 2,246,179.24

Patricia Brassfield

Prepared by:

10/20/2023

Date

Debbie Heilman

Reviewed by:

Oct 23, 2023

Date

The Finance Director of the City of Olympia, Washington, hereby certifies that the Payroll gross earnings, benefits and LEOFF I post-retirement insurance benefits for the pay cycle ending: 9/30/2023 have been examined and are approved as recommended for payment.

Aaron BeMiller

Aaron BeMiller (Oct 23, 2023 10:14 PDT)

Approved by/Finance Director

Oct 23, 2023

Date





## City Council

# Acceptance of the 2023 Police Auditor Mid-Year Report

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.C  
**File Number:**23-0947

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**Type:** decision **Version:** 1 **Status:** Consent Calendar

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### Title

Acceptance of the 2023 Police Auditor Mid-Year Report

### Recommended Action

#### Committee Recommendation:

Not referred to a committee.

#### City Manager Recommendation:

Consider acceptance of the 2023 Police Auditor Mid-Year Report.

### Report

#### Issue:

Whether to accept the 2023 Police Auditor Mid-Year Report.

#### Staff Contact:

Debbie Sullivan, Assistant City Manager, Office of Strategic Initiatives 360.753.8499

#### Presenters:

Debbie Sullivan, Assistant City Manager

#### Background and Analysis:

On October 13, 2023, the Police Auditor finalized their Mid-Year Report, which covers use of force incidents and complaints for the period of January 1 through June 30, 2023.

Highlights from the report include a 37% decrease in use of force incidents compared to the first six months of 2022, a review of eight completed investigations, and four recommendations, which include: added training focused on de-escalation with adolescents, changes to the Department's policies regarding body worn camera (BWC) activation, and updates to the Standards of Conduct and its categorization of misconduct complaints.

The Social Justice and Equity Commission received the report on October 23. The report is also available on the City's website.

**Climate Analysis:**

This project is not expected to have an impact on greenhouse gas emissions.

**Equity Analysis:**

The Police Auditor examines uses of force incidents, complaint investigations, and public demonstration responses to determine whether there is evidence of unlawful bias or civil rights violations. The Auditor also summarizes statistics including type of use of force, subject demographics, and indications of bias. The Auditor analyzes this information to recommend revisions to policy, procedures, and training.

**Neighborhood/Community Interests (if known):**

Response to the Neighborhood/Community Interests section is answered within the Equity Analysis statement.

**Financial Impact:**

The City Council appropriated \$200,000 for the Police Auditor in the 2023 operating budget.

**Options:**

1. Accept the report.
2. Do not accept the report.
3. Consider the report at another time.

**Attachments:**

Police Auditor 2023 Mid-Year Report

**CITY OF OLYMPIA, WA**

**POLICE AUDITOR**

**2023 MID-YEAR REPORT**

Tara L. Parker, Police Auditor, October 9, 2023

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## **I. Executive Summary**

Between January 1 and June 30, 2023, the Police Auditor reviewed 19 incidents involving uses of force by members of the Olympia Police Department (OPD). All of those matters were audited and found to be thorough, objective, free of bias, and consistent with OPD policies. There was a 37% decrease in uses of force compared to the first six months of 2022.

The Police Auditor also reviewed 8 completed investigation files regarding allegations of misconduct by OPD employees. The investigations were found to be thorough, objective, free of bias, and consistent with OPD policies.

Finally, the Police Auditor recommended training focused on de-escalation with adolescents, and changes to the Department's policies regarding body worn camera (BWC) activation, Standards of Conduct, and its categorization of misconduct complaints. The Department is in the process of adopting those recommendations.

Throughout 2023, with respect to all of the activities above, the Police Auditor examined the applicable policies and sought clarification and additional information from the Department when necessary. The Department was receptive, responsive, and fully cooperative with the Auditor at all times.

## **II. Police Auditor Role and Responsibilities**

The City of Olympia employs a Police Auditor in order to increase public trust and confidence in the Police Department by providing an independent civilian review and audit of the Police Department's uses of force and its internal investigations regarding complaints against the Olympia Police Department and its employees. The Police Auditor's duties and responsibilities include examining uses of force, complaint investigations, and public demonstration responses to determine whether there is any evidence of unlawful bias or civil rights violations, and to ensure that they are aligned with best practices.

### **Evidence of Unlawful Bias**

The Police Auditor scrutinizes every use of force and complaint investigation file, including the related body worn camera (BWC) videos. As part of that scrutiny, the Police Auditor observes whether any conduct by law enforcement suggests officers engaged in bias based on community members' race, sex, sexual orientation, disability, or other protected class. The Auditor also observes whether OPD employees' conduct is consistent with the Department's standards of professionalism and respectfulness towards all.

The following are some of the potential indications of bias or misconduct that the Police Auditor looks for:

- Failure to timely engage in procedural justice steps
- Interrupting subject
- Profanity directed at subject
- Derogatory language, slurs, or offensive terminology
- Argumentative vs. de-escalating language
- Aggressive/intimidating tone of voice outside of giving necessary commands
- Aggressive body language in the absence of threats or resistance

### **Best Practices**

“Best Practices” is a term of art, which, in the context of police oversight refers to a set of guidelines, methods, and procedures that are considered the most effective and ethical approaches for ensuring transparency, accountability, fairness, and community trust in the policing process. With respect to use of force review, this includes determining whether the Department complies with all policies and applicable laws, as well continually monitoring trends and identifying areas for improvement. Best practices in law enforcement are continually evolving as societal expectations and challenges change.

The Police Auditor examines multiple resources regarding police reform, civil rights, anti-discrimination and impartial investigation practices to discern the practices that best align with the City of Olympia’s values and expectations. Accordingly, the values of the City of Olympia set the standards and expectations of its Police Auditor. The City of Olympia’s values and expectations of its police department are defined by community members, the City Council, and the Social Justice and Equity Commission. Those values are also reflected In the OPD’s General Orders:

“The Olympia Police Department is ethically centered and guided by the fundamental core values of integrity and respect. We are accountable to ourselves and our citizens as we strive to create a community that is safe and welcoming for all.”

The full scope of the Police Auditor’s duties and responsibilities are as follows:

### **The Civilian Police Auditor will be responsible for the following:**

1. Review of police professional standards investigations relating to complaints about the Police Department or its employees to determine if the investigations meet Department standards and are complete, thorough, objective, and fair.

2. Review of all uses of force, complaints, and internal investigations as defined in Olympia Police Department General Orders to determine if they are consistent with Police Department policies, without indication of unlawful bias, protect civil rights, and are in alignment with best practices.
3. Provide an impartial review of the Police Department's internal investigative process and verification of the Department's compliance with established policy and procedures.
4. Provide an impartial review of the Department's responses to public demonstrations and crowd management when events result in physical injury, extensive property damage, or is determined by the City Manager to be appropriate for review by the Police Auditor to determine if the response was in alignment with the Police Department's applicable General Orders and Guiding Principles for Demonstrations and Crowd Management.
5. Review and recommend revisions to Police Department policies, procedures, and training related to complaints, use of force, and the internal investigative process based on audit findings. Revisions will be in alignment with best practices regarding diversity, equity, and inclusion, while ensuring public safety and protection of First Amendment and other constitutional rights.
6. Filing a mid-year and annual written report to the City Council, with a copy to the City Manager and Police Chief. The Auditor's report shall not contain the names of employees, complainants, or witnesses; and will include:

**Use of Force Files**

- Summary of use of force statistics, including but not limited to:
- Types of use of force used
- Subject Demographics
- Indications of bias
- Whether the use of force led to serious injury

**Misconduct Complaints and Internal Investigations**

- A finding on each complaint and internal investigation audited indicating either:
- That the Department's internal investigation met the Department's standards and established investigative best practices; or
- After response to a request for further investigation, the case failed to meet the above standards, and reasons supporting such finding.
- A summary of the complaints and internal investigations audited, including:
  - Date complaint received
  - Classification
  - General Description
  - Investigative Findings
  - Corrective Actions
  - Police Auditor Findings

- When additional complaint investigations were requested and OPD's Responses
- Findings on each complaint case audited

**Additional Information**

- Summaries of data in graphic and narrative form
- Analysis of key trends and patterns
- Recommendations for revisions to policy, procedures, and training
- A list of the updated policies, procedures and trainings related to the Police Auditor Scope of Work

7. The Police Auditor will present the mid-year and annual reports at a City Council meeting.

**III. Police Auditor Methodology**

The Police Auditor receives weekly reports from the Office of Professional Standards (OPS). Each report contains the completed Use of Force files, which must include the following information per RCW 10.118.030(2):

- The date and time of the incident;
- The location of the incident;
- The agency or agencies employing the law enforcement officers;
- The type of force used by the law enforcement officer;
- The type of injury to the person against whom force was used, if any;
- The type of injury to the law enforcement officer, if any;
- Whether the person against whom force was used was armed or unarmed;
- Whether the person against whom force was used was believed to be armed;
- The type of weapon the person against whom force was used was armed with, if any;
- The age, gender, race, and ethnicity of the person against whom force was used, if known;
- The tribal affiliation of the person against whom force was used, if applicable and known;
- Whether the person against whom force was used exhibited any signs associated with a potential mental health condition or use of a controlled substance or alcohol based on the observation of the law enforcement officer;
- The name, age, gender, race, and ethnicity of the law enforcement officer, if known;
- The law enforcement officer's years of service;
- The reason for the initial contact between the person against whom force was used and the law enforcement officer;
- Whether any minors were present at the scene of the incident, if known;
- The entity conducting the independent investigation of the incident, if applicable;
- Whether dashboard or body worn camera footage was recorded for an incident;
- The number of officers who were present when force was used; and
- The number of suspects who were present when force was used.

**The Use of Force files must also include:**

- Arrests or charges
- Witness statements
- Photos
- Videos
- Associated case reports
- Other documentary evidence
- Immediate Supervisor review of reports and determinations
- Management review of reports and determinations
- Defensive Tactics Use of Force Team reviews and training points, when applicable

**Additionally, the OPS weekly reports to the Auditor contains updated information regarding all internal and external complaints regarding OPD Officers, including:**

- Complaint and Internal investigation documents
- Classifications
- Investigation details and findings
- Learning and resolutions

Finally, the weekly OPS reports include all Crowd Management Operational Plans and After-Action Reports regarding public demonstrations.

**The Police Auditor's process includes:**

- Tracking all data listed above;
- Seeking additional information when necessary;
- Consulting with the Chief of Police and the Professional Standards Lieutenant (OPS) regarding observations, policies, practices, and departmental developments;
- Examining the data for trends;
- Reviewing all files to determine
  - o Completeness
  - o Thoroughness
  - o Objectiveness
  - o Fairness
  - o Evidence of Bias
- Examining Department practices for compliance with OPD policies; and
- Noting areas that may be improved by procedural or policy changes.

#### **IV. Policies Regarding Complaints**

Complaints about members of the Olympia Police Department can be received in many ways including in-person, by telephone, by written documents, and by email. Complaints can also be

filed via the complaint form on the City's website. All complaints must be thoroughly and fairly investigated in accordance with the standards set forth in OPD Policy.

**Complaints are sorted into one of two categories:**

- **Serious Misconduct** complaints include allegations of excessive use of force and civil rights violations. Complaints in this category are assigned to the Office of Professional Standards to investigate.
- **Service Level** complaints include allegations of rudeness, poor work performance and minor policy violations. Service Level complaints are generally assigned to first line supervisors to investigate and address.

**Internal Affairs investigation reports must include the following information:**

- The date of the incident;
- The name of the employee(s) involved;
- The date the case was assigned;
- The names and contact information for the complainants or affected individuals in the complaint;
- A written report containing:
  - A concise but complete synopsis of the allegations;
  - A narrative presenting the details of the investigation, including a chronological summary of the investigation, witness interviews, etc.;
  - The findings of fact - including, by numerical listing, a summary of the findings of fact, including citation of any violations of policy and/or law involved;
  - An investigator's log showing the dates and times of contacts and other key actions related to the investigation.
- Appendices containing:
  - Transcripts of interviews with the complainant(s) and key witnesses;
  - Letters and written statements from employees, community members, and witnesses;
  - Copies of all related reports;
  - Copies of all memos or formal letters related to the investigation.
- Photographs, video tapes, audio tapes and other relevant supporting materials shall also be submitted with the final report;
- The date the final report is submitted;
- The name and signature of the assigned investigator.

At the conclusion of an investigation, the investigator will reach a finding in accordance with the Department's policies. The standard of proof for all internal investigations is by "a preponderance of the evidence." This is a lower standard than what a criminal case requires which is "proof beyond a reasonable doubt."

The OPD Policy regarding Personnel Complaints<sup>1</sup> pertains to allegations of misconduct. It provides the following definitions and categories:

**Complaint Definition** – A communication, verbal or written, conveying dissatisfaction with the performance or conduct of the Department or one or more of its members. Complaints are classified in one of the below categories:

- **Inquiry** – A matter in which there is a question regarding conduct or performance. Such inquiries generally include clarification regarding policy, procedures, or the response to specific incidents handled by the Department.
- **Personnel complaints** - include any allegation of misconduct, or improper job performance against an employee of the police department that, if true, would constitute a violation of department policy or of applicable federal, state, or local law, policy, or rule, or CJTC decertification/suspension/revocation criteria found in section 1010.16 of this policy. Personnel complaints may be generated internally or by the public.
- **Informal complaint**- A matter in which there is no expectation, from the complainant, that an investigation will occur, and the supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.
- **Formal complaint**- A matter in which a supervisor or manager determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or the Professional Standards Unit, depending on the seriousness and complexity of the investigation.
- **Wrongdoing** – (as defined in RCW 10.93.190 – Officer’s Duty to Intervene) means conduct that is contrary to law or contrary to the policies of the witnessing officer’s agency, provided that the conduct is not de minimis or technical in nature.) “Wrongdoing” – even if true - may or may not be determined to be misconduct pursuant to City of Olympia policies if such “wrongdoing” involves allegations that a City of Olympia officer violated the policy of a witnessing officer’s agency.
- **Preliminary Investigation** – A cursory fact-finding activity where the Office of Professional Standards investigator or a supervisor seeks to determine if sufficient information exists before deciding whether or not an investigation is feasible or warranted.

### **Complaint Dispositions**

Each complaint shall be classified with one of the following dispositions:

- **No Finding** – When the investigation shows one of the two following conditions to be present:

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<sup>1</sup> The full policy can be found at <https://public.powerdms.com/OlympiaPD/tree/documents/1662358> .



- The complainant failed/declined to disclose information to further the investigation.
- The allegations relate exclusively to another agency, and the complaint and/or the complainant has been referred to that agency.
- **Unfounded** - When the investigation shows that the alleged behavior did not occur or was patently false.
- **Exonerated** - When the investigation shows the alleged behavior occurred, but also shows such acts to be justified, lawful, and proper.
- **Not sustained** - When the investigation fails to disclose sufficient facts to prove or disprove that the alleged behavior occurred.
- **Sustained** - When the investigation discloses sufficient facts to prove the alleged behavior occurred.
- **Resolved** – Resolved may be used as a disposition for inquiries and informal complaints only.
- **Without Merit** – The Professional Standards Lieutenant, with approval of the Chief or Police or designee, may close an investigation if one of the following conditions are demonstrated:
  - Positive proof (photos, video, audio tape, etc.) clearly establishes that the allegation is untrue; or
  - The facts indicate that the allegation is clearly inconsequential or frivolous and no tangible harm can be reasonably associated with the behavior; or
  - The facts indicate that the allegation was made maliciously and with wanton disregard for the truth; or
  - The complaint does not involve the Olympia Police Department or its employees.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall recommend appropriate action with regard to any additional allegations.

All investigations and findings are reviewed by the Professional Standards Lieutenant, the Chief of Police, and the Police Auditor. All Service Level complaint investigations must be completed within sixty (60) days from the date the case is received by the Department. All investigations into allegations of Serious Misconduct must be completed within ninety (90) days from the date the case is received by the Department, unless extended by the Professional Standards Lieutenant with the approval of the Chief of Police.

Any sustained complaint is referred to the employee's supervisor or manager for corrective action. The determination of corrective action is based on the severity and repetitiveness of the violation.

**Corrective actions include the following:**

- Counseling and coaching
- Oral warning
- Written warning
- Performance improvement plan
- Suspension without pay
- Reduction in pay or rank
- Last chance agreement
- Termination

OPS is responsible for managing the formal accountability system. OPS is managed by the Chief of Police. All records are tracked, stored, and maintained in the Department Records Management System (RMS). OPS provides all information regarding external and internal complaints about OPD employees to the Police Auditor on a weekly basis. The Police Auditor also has independent access to the RMS database.

#### **V. Uses of Force January 1 – June 30, 2023**

The OPD Use of Force Policy contains many provisions and definitions that specify when and how officers may use physical force, particular law enforcement tools that may be used to compel people to cooperate, as well as detailed requirements regarding how uses of force must be reported. OPD policies reflect and comply with applicable Washington State law as codified in the Revised Code of Washington (RCW), as well as standards set by state and federal law.<sup>2</sup>

The Auditor is responsible for examining the records for compliance with all aspects of the Use of Force Policy. The policy provisions that are most pertinent for this purpose are as follows:

**The term “force” in this context refers to physical force:**

Any act reasonably likely to cause physical pain or injury or any other act exerted upon a person's body to compel, control, constrain, or restrain the person's movement. Physical force does not include pat-downs, incidental touching, verbal commands, or compliant handcuffing where there is no physical pain or injury (RCW 10.120.010).

Law enforcement officers must “use the least amount of physical force necessary to overcome resistance under the circumstances.” (RCW 10.120.020(3)(b)).

**Force is only allowed when it is necessary. Necessary force is defined as follows:**

Under the totality of the circumstances, a reasonably effective alternative to the use of physical force or deadly force does not appear to exist, and the type and amount of physical force or deadly force used is a reasonable and proportional response to affect the legal purpose

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<sup>2</sup> The full policy may be found at <https://public.powerdms.com/OlympiaPD/tree/documents/1661374>.

intended or to protect against the threat posed to the officer or others (RCW 10.120.010).

**Prior to using force, when safe and feasible, officers are required to do the following:**

- Identify themselves as law enforcement officers.
- Determine whether the person has a special need, mental condition, physical limitation, developmental disability, language barrier, or other factor that may impact their ability to understand and comply with officer commands.
- Provide clear instructions and warnings.
- Warn a person that physical force will be used unless their resistance ceases.
- Give the person a reasonable opportunity to comply with any warning.

**A. Use of Force Incidents January-June, 2023**

In the first six months of 2023, OPD officers reported uses of force in 19 incidents. Each of the use of force incidents was subject to internal, multi-level review and the Department determined that the officers' actions were within policy.

The Police Auditor reviewed the files of every incident involving the use of force and examined the records to ensure the reports from officers and management were complete, thorough, objective, fair, and without bias. The Auditor also examined whether each use of force met Department standards regarding de-escalation efforts and whether the force used was lawful. The Auditor found that all use of force files in January through June 2023 demonstrated that the Department and its employees' actions were within policy.

**Additional key data regarding the 19 use of force files is as follows:**

Types of Force Used<sup>3</sup>

- 16 involved "Takedowns" by means of defensive tactics such as pain compliance techniques, control holds, and physical restraint.
- 3 incidents involved the deployment of Conductive Energy Weapons (CEW or CED Taser probes).
- 2 incidents involved kinetic impact rounds from less lethal shotguns.
- 1 incident involved pepper spray.
- 1 incident involved an officer pointing their handgun.
- 1 incident involved a K9.

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<sup>3</sup> There are 24 Types of Force noted in this Report, rather than 19, because, in several instances more than one type of force was used. The types of force are defined and described in more detail in the OPD Policy: <https://public.powerdms.com/OlympiaPD/tree/documents/1661374>.

Subject Demographics<sup>4</sup>

- 12 incidents involved white male subjects.
- 1 incident involved a white female subject.
- 1 incident involved a Black male subject.
- 2 incidents involved Black female subjects.
- 1 incident involved an Asian male subject.
- 2 incidents involved a single Indigenous male subject.

Additional Key Data

- There was a 37% decrease in the rate of officers' uses of force between the first six months of 2022 (19) compared to the first six months of 2023 (30). The Police Auditor and the Department are continuing to examine this trend and others in an effort to determine factors that may have contributed to this positive development.
- None of the incidents led to serious injuries.
- 15 (79%) of the incidents involved subjects who appeared to be severely mentally ill and/or impaired by alcohol or drugs and did not respond to de-escalation efforts.

**B. Analyses of Key Trends and Patterns**

The Vast Majority of Instances Necessitating Uses of Force Involved Individuals in Crisis

The vast majority (79%) of incidents where officers used force to subdue and arrest individuals involved subjects who were suffering from mental illness and/or severely impaired by drugs or alcohol. The records show that those individuals did not respond to officers' de-escalation efforts, nor did they comply with orders to cease conduct that posed serious dangers to themselves and others. The records of these encounters show that the OPD called for Crisis Response Unit (CRU) assistance and that the officers refrained from intervening until multiple officers and CRU professionals arrived, except when there was an active threat of injury to a subject or others.

The Adoption of Body Worn Cameras Enhances Transparency

The Department has greatly enhanced its transparency and accountability through the adoption of body worn cameras (BWC) since November 2022. Officers must activate their BWCs during all law enforcement functions, unless it would jeopardize their safety. To the extent feasible, officers must inform all persons whom they encounter that an audio and

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<sup>4</sup> The current OPD RMS enables officers to enter limited demographic information. The Department is currently looking into acquiring a new RMS that allows officers to collect additional information.

video recording is being made. BWC video must be uploaded in the Department video storage system and documented in related reports.

The OPS and the Auditor review all BWC video related to use of force reports and misconduct investigations. This equipment enhances the Department's reporting, transparency, accountability, opportunities to learn, and capacity to capture criminal acts and information relevant to prosecutions. Department supervisors and the Police Auditor are able to see and analyze officer conduct, the conduct of others, uses of force, and surrounding circumstances in great detail. Furthermore, the Auditor is able to observe officers' interactions with each other and members of the community in order to discern broadly whether officers are performing their duties without bias and in ways that protect civil rights and meet best practices.

#### The Department is Receptive to Scrutiny and Recommendations for Improvement

Throughout the year, the Auditor has met with Department leadership to discuss observations and recommendations, which are detailed in the Recommendation section of this Report. The Police Auditor has found the Department to be very responsive, cooperative, and welcoming of the Auditor's inquiries, feedback and recommendations.

## **VI. Misconduct Complaints and Investigations**

The Office of Professional Standards conducted eight investigations into potential misconduct by OPD employees in the first six months of 2023. All of the complaint investigations were audited and determined to have met Department standards. The January through June 2023 complaint investigation records are summarized below.

**January – June 2023 Complaint Investigation Details**

Record Number/ Date Filed	Classification	General Description	Investigative Findings	Corrective Actions	Police Auditor Findings
1095 1/30/2023	Service	Child Protective Services inquired about enforcement of court order and City Prosecutor confirmed agency position.	Resolved	N/A	Met Department standards.
1096 1/30/2023	Serious	Complaint alleging excessive use of force was contradicted by BWC video.	Without merit	N/A	Met Department standards.
1098 and 1099 3/30/2023	Service	Complaints that the Department posted improper information on social media to identify a missing person were confirmed and immediately rectified. OPD implemented processes to ensure such errors would not reoccur and complainants were satisfied.	Resolved	N/A	Met Department standards.
1100 3/28/2023	Service	Officer closed call after attempts to contact complainant were automatically blocked by complainant's cell phone. Department determined officer should have made additional efforts to contact complainant.	Sustained	Documented oral warning	Met Department standards.
1101 6/6/2023	Serious	Complainant's allegations did not involve any OPD or city staff.	Resolved	N/A	Met Department standards.

1102 6/6/2023	Service	Complaint did not involve OPD and Department provided contact information for appropriate law enforcement agencies.	Resolved	N/A	Met Department standards.
1103 6/6/2023	Service	Complaint re Department not providing polygraph services. Department provided information about alternative resources.	Resolved	N/A	Met Department standards.

**VII. Recommendations**

Throughout 2023, the Police Auditor communicated with the Department regarding areas that could be improved in order to enhance the transparency, accountability and efficacy of the Department. These matters have resulted in the following recommendations.<sup>5</sup>

**1. Youth De-escalation Training**

Multiple use of force incidents in 2023 have involved subjects who were adolescents. All of the uses of force were within policy. Nonetheless, the Police Auditor observed some officers’ communications with adolescents were more effective than others. Many law enforcement experts recognize the importance of specialized training in de-escalation techniques when interacting with juveniles due to the unique vulnerabilities and developmental capacities of young people who are in the process of growing intellectually and emotionally.

The Auditor inquired whether the Department engaged in training that is focused specifically on youth de-escalation and learned that the primary source of OPD trainings, the Washington Criminal Justice Training Commission (WCJTC), does not offer that specific training. The Department agreed that such training is desirable.

The Auditor identified several potential resources for obtaining such training, including experts affiliated with the WCJTC, state agencies that serve youths in crisis, universities, and community centers. All of these resources employ individuals with expertise in culturally-sensitive and developmentally-appropriate communication and de-escalation techniques with young people.

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<sup>5</sup> The Police Auditor acknowledges that any and all recommendations may be subject to bargaining between the City of Olympia and the Olympia Police Guild.

The Department is currently exploring these resources to identify one or more options for OPD training.

## **2. Body-Worn Camera Audio Deactivation**

In the course of reviewing use of force incident files, the Police Auditor observed officers deactivating the audio of their BWCs during periods in which the officers were not engaging with any members of the public. Each of these incidents involved periods before or after uses of force and arrests, in which officers appeared to be communicating with one another. Officers noted these periods of audio deactivation in their reports, referencing OPD Policy 422.3.2, which allows officers to do so “when exchanging information with other members or when engaging in an operational or tactical discussion with other members.”

The Police Auditor determined that these periods of muting infringed on the Auditor’s ability to thoroughly observe officers’ characterizations of events to one another, which is critical to understanding the totality of the circumstances. Additionally, even if the officers on mute were not discussing anything related to the use of force and arrest circumstances, a reviewer’s inability to discern that to be the case may create the appearance that material information is being withheld. Furthermore, the exclusion of any information is contrary to the goals of transparency and accountability that underlie the use of BWC and employment of a Police Auditor.

Upon inquiry, the Police Auditor made the following findings:

- Any information captured by BWC that could compromise the safety or privacy rights of officers or community members would be subject to redaction under Washington’s Public Disclosure laws.
- Deactivating audio recordings may hinder the transparency and accountability that BWC use aims to achieve.
- Deactivating audio recording may allow abuse or misconduct, or create the appearance of abuse or misconduct, particularly because it makes it difficult to verify what was stated when audio was deactivated.
- Allowing officers to deactivate BWC audio may erode public trust if it is perceived as a way for officers to hide information.
- The circumstances surrounding arrests are often dynamic and unpredictable, so an officer’s BWC may capture material information at any moment and they should not risk failing to do so; accordingly, it is best practices to keep BWC fully activated throughout the entirety of the law enforcement events.
- Several authorities and organizations focused on law enforcement accountability recommend that BWC policies do not give officers discretion to deactivate their equipment for all of the reasons above. These authorities include the International Association of



Police Chiefs, U.S. Department of Justice, the American Civil Liberties Union, the Police Executive Research Forum, and Campaign Zero.

- Regional standards for BWC policies indicate that officers should not be allowed discretion to deactivate audio, as the analogous policies for the Pierce County Sheriff's Department, King County Sheriff's Department and Seattle Police Department do not include any such provision.

The Auditor recommends that the OPD BWC policy be revised to eliminate Policy 422.3.2(b). Conversations with Department leadership regarding this recommendation have been productive and are continuing.

### **3. Standards of Conduct**

OPD Policy 320, Standards of Conduct, largely defines the Department's expectations of its employees. The OPD General Order regarding employment clearly states that OPD employees are prohibited, per RCW 49.60, from discriminating against any person on the basis of race, creed, color, national origin, sex, marital status, age (40+), disability, retaliation, sexual orientation/gender identity, honorably discharged veteran or military status, or use of a trained dog guide or service animal by a person with a disability. However, the prohibition against unlawful discrimination is not stated in the Standards of Conduct Policy.

The Police Auditor recommends that Policy 320 be amended to include the above language prohibiting unlawful discrimination in order to ensure that officers fully understand its import and scope, as well as the fact that discriminatory conduct may lead to discipline. The Auditor believes it is important to highlight this mandate and structure Department trainings accordingly. Conversations with the Department regarding this recommendation have been productive and the recommended amendment is in progress.

### **4. Categorization of Misconduct Complaints**

The OPD has historically categorized personnel complaints into two categories: "service level" and "serious." These categories have functioned to determine who was initially tasked with investigating the matters, with service-level complaints being assigned to first line supervisors and serious complaints assigned to the Office of Professional Standards (OPS).

The Auditor has observed that, in practice, this form of categorization does not consistently represent how complaint investigations are assigned and it may erroneously lead some people to believe that some complaints are not considered "serious." The Police Auditor has found that the Department considers all complaints to be serious, and every complaint is subjected to thorough review by the OPS and the Auditor.

Conversations between the Police Auditor and Department leadership has led to the agreement that the current complaint categorization terminology is outdated and should be replaced. The Auditor recommends that policy be revised to adopt neutral and appropriate language that accurately reflects the Department's processes and such revisions are in process.

## **VIII. Conclusion**

The Department's uses of force and investigations of complaints between January and June of 2023 all met Department standards, were free of bias, and complied with best practices as defined by the City of Olympia's values and applicable authorities. Furthermore, the Department has consistently demonstrated a commitment to transparency through its use of BWCs and cooperation with the Police Auditor.

Additionally, the Police Auditor recommends training for de-escalation with adolescents and revisions to policies regarding BWC, standards of conduct, and the categorization of misconduct complaints. The Department has been very receptive to the Auditor's recommendations and is in the process of implementing them.

In closing, it is an honor and a privilege to serve as the City of Olympia's Police Auditor. It is always a pleasure to work with the City Council, the City Manager, the Olympia Police Department, and the many Olympia community members who are working to make Olympia a safe, inclusive, and wonderful place to live, work and visit.



## City Council

### Approval of the 2023 City Council Guidebook

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.D  
**File Number:**23-0952

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**Type:** decision **Version:** 1 **Status:** Consent Calendar

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#### **Title**

Approval of the 2023 City Council Guidebook

#### **Recommended Action**

##### **Committee Recommendation:**

The City Council Committee of the Chairs met on October 18 and unanimously approved forwarding the 2023 City Council Guidebook to the full Council for approval.

##### **City Manager Recommendation:**

Move to approve the 2023 City Council Guidebook.

#### **Report**

##### **Issue:**

Whether to approve the 2023 City Council Guidebook.

##### **Staff Contact:**

Debbie Sullivan, Assistant City Manager, Office of Strategic Initiatives 360.753.8499

##### **Presenters:**

None. Consent Calendar item.

##### **Background and Analysis:**

The City Council Guidebook's primary purpose is to serve as a reference guide for Councilmembers. It also contains useful information on common practices and policies as it relates to the City of Olympia.

Over the past several years, the Guidebook has been comprehensively reviewed and updated to ensure it reflects updated plans, policies, roles and responsibilities, our commitment to social justice and equity, and more. The City Council discussed the Guidebook at their mid-year retreat and directed staff to work with the Committee of the Chairs to review and update the language regarding Council absences. Draft language was presented to the Committee of the Chairs on October 18. Staff updated the language in Section 2.10 which provides clarity regarding the procedure for notifying City staff, the Mayor/Committee Chair, and the body.

Other changes include the addition of a land acknowledgement, procedures for hybrid meetings,

updated meeting schedules, clarity on roles and responsibilities for the Mayor, Mayor ProTem, and Councilmembers, and the City's role in public engagement.

Upon Council approval, the Guidebook will be placed on the City Council's Resource page. Future updates will occur every other year or sooner if directed by the City Council.

**Climate Analysis:**

This project is not expected to have an impact on greenhouse gas emissions.

**Equity Analysis:**

The Guidebook includes the following statement: The Olympia City Council is committed to making Olympia a safe and equitable place for all. We cannot make meaningful progress unless we include those most impacted by institutional and structural racism in decision making.

As leaders in our community, it is our responsibility to champion and defend policies and practices that reduce inequities and provide the transparency and accountability that earns trust.

**Neighborhood/Community Interests (if known):**

Neighborhoods or other communities were not involved in the update of the 2023 City Council Guidebook.

**Financial Impact:**

This item does not have a financial impact.

**Options:**

1. Move to approve the 2023 City Council Guidebook and direct staff to finalize and post on the City Council's resource page.
2. Move to approve the 2023 City Council Guidebook based on feedback from Council and post on the City Council's resource page.
3. Do not approve the 2023 City Council Guidebook and direct staff to work with the Council Committee of the Chairs to revise.

**Attachments:**

2023 City Council Guidebook



# Council Guidebook

City of Olympia





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# Foreword

Congratulations and welcome to the Olympia City Council! You have offered your time, engagement, and expertise to the community of Olympia, which is a tremendous service. The work ahead of you is complex and challenging. You will make decisions that impact both the current population and future generations. Thank you for stepping up to this challenge!

The City of Olympia honors and acknowledges the indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe.

The Olympia City Council is committed to making Olympia a safe and equitable place for all. We cannot make meaningful progress unless we include those most impacted by institutional and structural racism in decision making.

As leaders in our community, it is our responsibility to champion and defend policies and practices that reduce inequities and provide the transparency and accountability that earns trust.

Our road ahead is long, but we wholeheartedly embrace the work to eliminate racism and create a just and equitable Olympia for all people.



# Oath of Office

I, \_\_\_\_\_ do solemnly swear that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of

**City of Olympia**

**City Council**

**Position No. \_\_\_\_**

according to law, to the best of my ability.

X \_\_\_\_\_

[Signature of Councilmember]

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
[Olympia City Clerk]



# Chapter 1

## Introduction and Overview

While serving as a public official, you will become involved with many issues. This Guidebook serves as a reference for information on common practices related to local government and your role as a member of the Olympia City Council. Several formal policies that impact the City Council are included in the Appendices; however, it is not possible for this to incorporate all material and information necessary for undertaking Council business. Many other laws, plans, and documents exist which bind the City Council to certain courses of action and practices.

This Guidebook should not be used as a substitute for the counsel, guidance, or opinion of the City Attorney.

### 1.01 Orientation of New Members

As a City Councilmember, you not only establish important and often critical policies for the community, but you are also an elected official of a municipal corporation with a significant annual budget that must be balanced each year to perform the services offered by city government. The scope of services and issues addressed by the city organization go well beyond those frequently reported in the newspaper or discussed at City Council meetings.

It is important for members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new councilmembers join the City Council, the City Manager will host an orientation that provides an opportunity for new councilmembers to learn key processes, tour municipal facilities, and meet with key staff within the first quarter of taking office. At any time, if there are buildings, services, or programs that you want to learn more about, arrangements will be made to offer that opportunity.

Another valuable opportunity is offered by The Association of Washington Cities who sponsors an orientation for newly elected officials.

### 1.02 An Overview of City of Olympia Form of Government

#### A. Council-Manager Form of Government

Olympia is a non-charter Code City that has operated under the Council-Manager form of government since 1982. As described in the Olympia Municipal Code (OMC 2.04 and 2.08) and Revised Code of Washington ([RCW 35A.13](#)), certain responsibilities are vested in the City Council and the City Manager.

According to the International City/County Management Association (ICMA), “under the council-manager form, power is concentrated in the elected council, which hires a professional administrator to implement its policies. This appointee ... has responsibility

for preparing the budget, directing day-to-day operations, hiring, and firing personnel, and serving as the council's chief policy advisor.” The City Council’s role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

### **1.03 Overview of Basic City Documents**

This Guidebook provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of the City Council. The following is a summary of some of the most notable documents that establish City Council direction.

#### **A. Vision/Mission Statement & Annual Work Plan:**

Every year the city evaluates their performance against the comprehensive plan focus areas and engages with the community to ensure they’re making progress on the community’s priorities. This informs the [annual work plan](#) and where resources are invested.

#### **B. Revised Code of Washington**

Cities in Washington derive their general powers from the State Constitution. State laws contain many requirements for the operation of city government and the conduct of City Council business. Olympia is an “optional code city” which means it operates under the general laws of the state and the [Optional Municipal Code](#) in RCW Title 35A. As an optional code city of the State of Washington, Olympia is vested with all the powers of incorporated cities as set forth in the Revised Code of Washington (RCW), Constitution of the State of Washington, and Olympia Municipal Code.

#### **C. Olympia Municipal Code**

The [Olympia Municipal Code \(OMC\)](#) contains local laws and regulations adopted by City Council ordinance. Title 2 of the OMC addresses the role of the City Council, describes the organization of City Council meetings, responsibilities and appointment of certain city staff positions, advisory boards, committees, and commissions.

In addition to these administrative matters, the OMC 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.

#### **D. City Policies**

The [City Policies](#) are personnel policies approved by the City Manager for City of Olympia employee status, conduct, benefits, personnel actions and remedies. The City Council at prior annual retreats has indicated that the City Policies also apply to the City Council, as appropriate. The City Policies applicable to the City Council are included in Appendix A of this document.



**E. Comprehensive Plan**

A comprehensive plan is required by the State of Washington Growth Management Act (GMA), which was adopted in 1994. [The Comprehensive Plan](#) is a blueprint for how the City intends to accommodate its share of growth and still be a great place to live. It is reviewed on an ongoing basis, but may only be revised once a year, except as provided by State law.

**F. Capital Facilities Plan and 6-year Financial Plan**

The [Capital Facilities Plan](#) (CFP) is a chapter of the Comprehensive Plan and identifies which capital facilities are necessary to support development/growth at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area. The CFP is a 6-year Financial Plan is a multi-year plan of capital projects with projected beginning and completion dates, estimated costs, and proposed methods of financing.

**G. Annual Operating Budget**

The [annual operating budget](#) is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the annual budget each December, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations. For more information on the operating and capital budget, refer to Chapter 8.

**H. Annual Comprehensive Financial Report**

The [annual financial report](#) includes the financial statements of the City for a calendar year. It includes the financial condition of the City as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of City funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the City as a whole.



# Chapter 2

## Olympia City Council – General Powers and Responsibilities

### Introduction

The powers of the City Council are to be used for the good of the community and its residents; to provide for the health, safety, and general welfare of the community. The City Council is the policy making and law-making body of the City. State law and local ordinances grant the powers and responsibilities of the Council.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor has some additional ceremonial and presiding officer responsibilities as described below, when it comes to establishing policies, voting, and in other significant areas, all members are equal. Policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Councilmembers should respect adopted Council policy. In turn, it is the City Manager's responsibility to ensure the policies of the Council are 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 City Council Generally

#### A. Council Non-Participation in Administration

The City Council is the legislative branch of Olympia City Government, and the City Manager and their staff is 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 the City Council refrain from becoming directly involved in the administrative activities of the City. [RCW 35A.13.120](#) specifically prohibits interference by Councilmembers in the city's administrative service, including the hiring, firing, and work of city staff, except for the City Manager.

#### B. Council Non-Participation in Judicial Matters

The City has a separately elected Judge for the [Olympia Municipal Court](#). The City Manager, staff and Council may not interfere with judicial processes or decisions. Furthermore, the City Council has no policy direction over judicial matters.

## **2.02 The Role of Councilmembers**

Members of the Olympia City Council are collectively responsible for: establishing policy, adopting an annual budget, providing vision and goals, and hiring and supervising the City Manager, Police Auditor, and Hearing Examiner. The following outline is a brief description of the various duties of Councilmembers. The description is not intended to be comprehensive, but rather it is an effort to summarize the primary responsibilities of the Council.

### **A. Summary of Council Duties and Responsibilities**

For more information, refer to the Washington Administrative Code and Revised Code of Washington.

#### **1. Establish Policy**

- Adopt goals and objectives
- Establish priorities for public services
- Approve/amend the operating and capital budgets
- Approve contracts over \$350,000
- Adopt resolutions

#### **2. Enact Local Laws**

- Adopt ordinances

#### **3. Supervise Appointed Officials**

- Appoint City Manager
- Evaluate performance of City Manager
- Establish advisory boards, committees, and commissions
- Make appointments to advisory bodies
- Provide direction to advisory bodies

#### **4. Provide Public Leadership**

- Relate wishes of constituents to promote representative governance
- Mediate conflicting interests while building a consensus
- Call special elections as necessary
- Communicate the City's vision and goals to constituents
- Represent the City's interest at regional, county, state, and federal levels

#### **5. Decision-Making**

- Study problems
- Review alternatives
- Determine best course of public policy

## 6. Ethical Issues

As an elected official, you are subject to public scrutiny because the public subjects you to higher standards. Following is some of the more common areas that get attention and can result in public criticism.

**Travel and conferences.** Submitting inflated or false travel expenses. This includes using agency funds for personal trips or vacations.

**Use of letterhead.** Using official letterhead to endorse another political candidate or to achieve a personal or business gain.

**Use of agency vehicles.** Using an agency vehicle for personal trips, vacations, or political campaign activities.

**Phones, fax, and computers.** Using official equipment for personal purposes.

**Agency staff.** Using agency staff and resources for personal services or political campaigning.

**Confidentiality.** Divulging privileged personnel, legal, or executive session information.

**Sexual harassment.** Telling inappropriate jokes at meetings, making improper comments, or touching staff.

## B. Appointment of Personnel

The City Council is responsible for appointing three positions within the city organization: the City Manager, Hearings Examiner, and Police Auditor. City Council contracts for Hearings Examiner and Police Auditor services; however, the City Manager is a full-time employee of the City of Olympia.

### 1. City Manager

The City Manager serves the Council and is responsible for all personnel within the city organization, including the City Attorney.

The City Council shall meet annually in January with the City Manager to review performance and establish priority expectations for the coming year. The City Council shall also meet mid-year with the City Manager to review performance. The meetings shall be held in Executive Session scheduled according to the Council's Agenda Scheduling procedures.

### 2. Hearings Examiner

The Hearing Examiner is responsible for hearing appeals of administrative decisions rendered by the City's employees and for reviewing certain development review applications as required by the Unified Land Development Code. The Hearing Examiner is an independent contractor appointed by the City Council to hear such cases and render decisions in a quasi-judicial manner based on the facts, rules, regulations, ordinances, and state law.

### **3. Police Auditor**

The Police Auditor reviews all complaints, and internal investigations to determine if they are complete, thorough, objective, and fair. The Auditor also reviews all uses of force, complaints, and internal investigations to determine if they are consistent with Police Department policies, protect civil rights, are without indication of unlawful bias, and are in alignment with best practices.

### **C. Emergency Response**

The City of Olympia has an Emergency Operations Center (EOC). In the case of an emergency, a wing of the main fire station converts into the EOC and EOC staff (a group of trained employees from multiple departments) support an Incident Command Structure.

During an emergency, Council has a very limited role in emergency management operations. Their primary role is one of policy support. See [Ordinance 6632](#).

## **2.03 The Role of Mayor**

The Mayor is recognized as the head of the City for ceremonial purposes and has all rights, privileges, and immunities of a Councilmember. See Olympia Municipal Code (OMC) 02.04.060.

The term of the office of Mayor shall be four years to run concurrently with the term for Position One of the Council.

In Olympia, the Mayor votes on all items before the City Council in the same manner as the other members of the Council.

### **A. Presiding Officer**

The Mayor serves as the presiding officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Mayor does not possess any veto power. The Mayor may not move an action but may second a motion.

### **B. Ceremonial Representative**

Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to initiate and execute proclamations. In the Mayor's absence, the Mayor Pro Tem assumes this responsibility. Should both the Mayor and Mayor Pro Tem be absent, the Mayor will appoint another Councilmember to assume this responsibility.

### **C. Mayoral Proclamations**

The Council has authorized the Mayor to sign, on behalf of the Council, proclamations which, in the opinion of the Mayor, are non-controversial in nature and which cannot be acted upon timely by the full Council because of its meeting schedule. The Mayor shall sign

proclamations only if requested to do so by a member of the Council, including the Mayor, and shall provide the Council with a copy of the same at the next scheduled meeting.

**D. Public Danger**

The Mayor is also recognized by the Governor for purposes of military law. The Mayor only has administrative duties during times of public danger or emergency. If approved by ordinance, the Mayor may take command of the police to maintain law and enforce order which is consistent with State law ([RCW 35A.13.030](#)).

**E. Use of Tear Gas**

It is not the practice of the Olympia Police Department to use tear gas. However, per RCW 10.116.030, the Mayor is the sole person authorized to permit the use of tear gas by law enforcement “[i]n the case of a riot outside of a correctional, jail, or detention facility . . .” This power is granted to the “highest elected official” by state law which means “the mayor, regardless of whether the mayor is directly elected.”

**F. Additional Responsibilities of the Mayor**

- Collaborating with Councilmembers to guide the direction of the City.
- Works with Mayor Pro Tem and City Manager to develop the Council’s business meeting, study session, and work session agendas.
- Regularly communicates with Councilmembers to understand their interests.
- Attends regional Mayor meetings.
- Attends quarterly Three Cities meeting with other Mayors, Mayor Pro Tems, and City Managers.
- Promoter for the City.
- Sets the boundaries for behavior with Councilmembers, staff, and community members.
- With external stakeholders will clarify if an opinion is that of the Council or personal opinion.

## **2.04 The Role of Mayor Pro Tem**

Following is a list of responsibilities the Mayor Pro Tem assumes:

- Collaborating with the Mayor and City Council to guide the direction of the City
- Assuming the duties of the Mayor in the event of the Mayor’s absence, including ceremonial events.
- Working with the Mayor and City Manager to develop the Council’s business meeting, study session, and work session agendas.
- Attending the regional Mayoral meetings
- Attends quarterly Three Cities meeting with other Mayors, Mayor Pro Tems, and City Managers.
- Supporting the Mayor to facilitate Council meetings.
- Representing the interest of the Councilmembers at the agenda setting meeting.
- Collaborating with Councilmembers on specific concerns or interests.

## **2.05 Election of Mayor Pro Tem & Committee Chairs**

At the annual January retreat of an election year, or at another time as the Council deems appropriate, Council will elect a Mayor Pro Tem and Council Committee Chairs. Therefore, the term for these positions will be two-years.

During the off-year, the Council retreat facilitator, will consult with Councilmembers on whether they want to consider holding an election for the Mayor Pro Tem and Council Committee Chairs.

## **2.06 Council Committees**

### **G. Standing Committees**

The Olympia City Council established three (3) standing committees by City ordinance ([OMC 02.06.010](#))

Each Council committee has three members.

Committee members, except for the Chair (see section 2.05) are selected by the City Council at its annual goal-setting retreat and the appointments are ratified by Council at a regular business meeting.

- Community Livability and Public Safety
- Finance
- Land Use and Environment

Considerations for assignments may include:

- Subject matter expertise
- Diversity of perspectives
- Council member development and growth
- Impact to ongoing projects and/or relationships
- Current leadership

### **H. Committee of the Chairs**

The Committee of the Chairs is comprised of the Chairs of the three standing Council Committees (see above). The Committee of the Chairs works with the City Manager to select a facilitator for the annual and bi-annual retreat. They also establish the goals and draft agenda for the annual and bi-annual Council retreats.

### **I. Ad Hoc Committees**

In circumstances where a critical issue demands broader study and analysis, a Council Ad Hoc Committee may be created by vote of the City Council. The three-members of an Ad Hoc Committee will be approved by the Council and a chair of the Committee selected. Ad Hoc Committees are chartered by the Council and operate consistent with Robert's Rules of



Order and for a set, defined time period. Ad Hoc Committees are not decision-making bodies but are formed for the purpose of developing recommendations for Council consideration on the issue under review.

## **2.07 Representation by Councilmembers on Interagency and Regional Bodies**

The City Council is often requested to appoint Councilmembers to serve on outside boards, councils, commissions, or committees. This type of representation serves to facilitate communication and provide interaction with other governmental bodies. The City Council appoints members to some of these groups on an as-needed or as-requested basis.

Membership appointment to these groups is made after each Council election by consensus of the Council at its annual January retreat and ratified by Council at a subsequent business meeting. If more than one Councilmember desires to serve as a member of a particular outside group, the member for that group will be appointed by a majority vote of the Council.

Where applicable, Council will appoint an alternate to attend outside boards, councils, commissions, or committees. The main delegate will notify the alternate as soon as possible after they realize they will be unable to attend an upcoming meeting of the outside group.

Councilmembers participating in policy discussions at regional meetings will represent the consensus of the Council, except where regional appointment requires regional opinion. Personal positions, when given, will be identified, and not represented as the position of the City. Assignment and direction of staff in relation to regional meetings are at the discretion of the City Manager.

The Council may request the City Manager to appoint staff, in lieu of Council, to Interagency/Regional Boards, Commissions or Committees. The assignment and direction of staff in relation to regional meetings are at the discretion of the City Manager. [Reference Appendix C]

## **2.08 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 Chapter 42.23](#) or other statute. [RCW 35A.11.110](#) permits Councilmembers to serve as volunteer firefighters or reserve law enforcement if authorized by resolution passed by a two-thirds vote of the full council.

## **2.09 Absence of Mayor and Councilmembers**

In the absence of the Mayor, the Mayor Pro Tem shall perform the duties of the Mayor. When both the Mayor and Mayor Pro Tem are absent, the Council shall, by majority vote, elect a chairperson to preside over the meeting(s) of the council.

If the Mayor or other Councilmembers are absent from the City for more than 15 days, they shall notify the other Councilmembers and the City Manager.

Per [OMC 02.04.040](#), "In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the Councilmember's absence or disability.

## **2.10 Council Attendance Policy**

City Council attendance at Council Meetings and Committee Meetings is important because decisions are made by the whole body. When individual members are not present, a valuable perspective, that serves as a voice for the community, is absent from the discussion. When a councilmember must miss a meeting, they are responsible for reviewing updates, discussions, and actions that occurred in their absence.

Councilmembers are encouraged to provide as much notice as possible if they are not able to attend a Council or Committee Meeting. For awareness, City Staff will add reported Councilmember absences to the calendar of all Councilmembers as well as the City Manager.

At the start of each City Council meeting, the Mayor will call the roll. Councilmembers who have notified the Mayor or the City Manager's Office of a planned absence, the absence will be excused.

In the case of an unexpected or emergency absence, the Councilmember needs to contact the Mayor or City Manager's Office any time before the start of the meeting to advise of the absence and it will be considered excused. Upon notification of an absent Councilmember, the Mayor or staff from the City Manager's Office will notify the body.

The same protocol applies to Committee Meetings. At the start of each City Council Committee meeting, the Chair will call the roll. Councilmembers who have notified the Committee Chair or City Manager's Office of a planned absence, the absence will be considered excused. Upon notification of an absent Councilmember, the Committee Chair or staff from the City Manager's Office will notify the body.

Noticed Councilmember absences are considered excused and do not count toward the [OMC 02.04.030](#) (Forfeiture of Office) as outlined in section 2.13 of this guidebook.

### **2.11 Mayor or Mayor Pro Tem Resignation**

If the Mayor or Mayor Pro Tem resign, the City Council will appoint a new Mayor or Mayor Pro Tem as provided in [OMC 2.04.040](#), and [RCW 42.12.070](#) regarding filling nonpartisan vacancies. In the event of an absence resulting from death, resignation or removal of the Mayor or Mayor Pro Tem, the remaining members of the Council by majority vote shall appoint a qualified person to fill the vacancy until the person elected to serve the remainder of the unexpired term takes office. If the vacant position is the Mayor's position, the Mayor Pro Tem shall make the appointment from among those persons nominated by the Council, within thirty (30) days after the occurrence of the vacancy if the Council is unable to agree.

### **2.12 Councilmember Resignations**

As a courtesy, a member who wishes to resign should submit a letter to the Mayor, Mayor Pro Tem, and City Clerk. that clearly states their decision to resign and the effective date. If no effective date is given, the resignation letter is immediately effective.

### **2.13 Forfeiture of Office**

Per [OMC 02.04.030](#) (Forfeiture of Office), "A Councilmember shall forfeit their office if the Councilmember is absent for three consecutive regular meetings of the Council without being excused by the Council, or if the Councilmember ceases to have the qualifications prescribed for such office by law or ordinance, or if the Councilmember is convicted of a crime involving moral turpitude or an offense involving a violation of the Councilmember's oath of office."



# Chapter 3

## Olympia City Council – Appointed Advisory Bodies

### Introduction

Public boards, committees, and commissions provide a great deal of assistance to the Olympia City Council when formulating public policy and transforming policy decisions into action. The City has several standing boards, committees, and commissions. In addition, special purpose committees and ad hoc task forces are often appointed by the City Council to address issues of interest or to conduct background work on technical or politically sensitive issues. These special or ad hoc committees will be dissolved upon completion of the intended task.

The City Council is empowered to create all advisory boards, committees, and commissions which the Council deems necessary or advisable. The City Council established procedures in [OMC 2.100](#) to reflect the policy of the City Council regarding the appointment of volunteers to the various advisory bodies of the City. The establishment of these procedures ensures that well-qualified, responsible, and willing members of the public who demonstrate a desire to serve on such boards, committees, or commissions are given the opportunity to serve the City and participate in the governing of their community.

### 3.01 Establishment of Council-Appointed Advisory Bodies

By Ordinance, Council appointed Boards, Committees, and Commissions are established by action of the entire Council. Short term or Ad Hoc Committees may not necessitate an ordinance and may be established by majority Council approval of the scope for the committee and the term of its appointment.

The Advisory Committee Guidebook for Council-appointed Advisory Committees and their members is reviewed and updated periodically by the Community Livability and Public Safety Committee.

### 3.02 Appointment to Council-Appointed Advisory Bodies

The Community Livability and Public Safety Committee, on behalf of the entire Council, accepts applications annually at a time specified by the committee, and makes appointment recommendations to the full Council following review of applications and interviews with qualified candidates.

The Community Livability and Public Safety Committee establishes the procedures for public notification of openings and the process for individuals to apply. Mid-term resignations and unexpected vacancies are filled when appropriate, as determined by the committee.

While membership on most committees is by Council appointment, the following exceptions apply:

- [Civil Service Commission](#) (appointed by the City Manager)
- [LEOFF Disability Board](#) (elected and member appointed)
- [Parking and Business Improvement Area Board/PBIA](#) (elected by ratepayers)
- [Independent Salary Commission](#) (appointed by the Mayor and approved by Council)

### **3.03 Councilmember’s Role and Relationship with Advisory Bodies**

Unless required by State law (such as with the Lodging Tax Advisory Committee) Olympia Councilmembers do not serve on Council-appointed committees. It is expected that any newly elected Councilmember who is serving on a City advisory board or committee at the time of election will resign from their committee appointment at the time of assuming Council office.

The City Council annually reviews and approves work plans for each advisory committee. Each Council Committee is assigned an advisory body where information and recommendations are shared before being presented to the full Council.

Below are the Council Committee and their associated Advisory Board Assignments:

#### **A. Community Livability & Public Safety**

- Arts Commission
- Heritage Commission
- Parks and Recreation Advisory Committee
- Social Justice and Equity Commission
- Cultural Access Advisory Board

#### **B. Finance**

- Utility Advisory Committee
- Parking and Business Improvement Area Board
- Lodging Tax Advisory Committee

#### **C. Land Use and Environment**

- Bicycle & Pedestrian Advisory Committee
- Design Review Board
- Planning Commission

### **3.04 Council Liaison Assignments to Advisory Bodies**

Committees can designate one of their members to serve as a liaison to advisory committees. That liaison will serve as a point of contact between the chair of the advisory committee.

An advisory committee chair may request the presence of their liaison at a committee meeting. The liaison should provide information and receive feedback but refrain from any comments or actions intended to influence the committee.

### **3.05 Staff Support and Relationship to Advisory Bodies**

The City's Strategic Communications Director serves as a liaison from the City Manager's office to all advisory committees and provides staff support to the Community Livability and Public Safety Committee as they recruit, interview, and recommend appointments to the various advisory bodies.

Advisory bodies wishing to communicate recommendations to the City Council will use the adopted Council agenda procedures. In addition, when an advisory body wishes to correspond with an outside agency, correspondence shall be reviewed and approved by the City Council.

The members of the boards, committees, and commissions are responsible for the functions of the advisory body. Other staff support and assistance may be provided to advisory boards, commissions, and task forces; however, advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the City Manager.

### **3.06 Resignations**

In the interest of timely noticing of vacancies and to minimize the impact, the Council delegates to the Mayor or the chair of the Community Livability and Public Safety Committee the authority to accept resignations. Following the acceptance of the resignation, the Community Livability and Public Safety Committee will determine whether to immediately fill the vacancy, either by recommending a previously vetted and interviewed candidate or advertising the vacancy, or to hold the vacancy open until filled through the annual recruitment cycle.

### **3.07 Cause for Dismissal**

Members of boards, committees, and commissions serve at the discretion of the City Council and may be removed from office for any reason by majority vote of the City Council in a public meeting. (See OMC 2.100.040 (D))





# Chapter 4

## Support Provided to City Council

### 4.01 Administrative Support

Administrative support to members of the City Council is provided through the City Manager's Office.

Administrative support includes scheduling of appointments, receipt of telephone messages, mail and email; document preparation; registration for conferences and meetings; and forwarding information to all Councilmembers so the Council does not violate the Open Public Meetings Act (OPMA). See section 7.14 for more information on OPMA.

All correspondence to Councilmembers is a public record, potentially eligible for release. See the Chapter 9 on Communications and Public Engagement for procedures regarding Council correspondence, response to residents, and information on the Public Records Act (PRA)

Sensitivity to the workload of support staff in the City Manager's Office is appreciated. Please note that individuals may have work assignments with high priority. Should requested tasks require significant time commitments, Councilmembers should consult with the City Manager.

### 4.02 Electronic Devices

To enhance Councilmembers' service to the community and their ability to communicate with City staff and the public, the City provides meeting facilities and office equipment for City business.

Information Services (IS) will provide electronic devices, to include a laptop or iPad and cellular phone, for official City use. IS will ensure that all appropriate software is installed and will also provide an orientation in the use of computers and related software.

While City staff will maintain those computer applications related to City affairs, City staff cannot provide assistance for personal computer applications. Personal media and programs cannot be stored on City computers. Councilmembers must adhere to all policies under the City of Olympia Information Services Security Policies.

Throughout Councilmember terms, City equipment is subject to audit. Virus protection software must not be disabled at any time on City equipment and non-city programs, or media found during audits will be removed. When individual Councilmembers have completed their term of office, IS staff will retrieve City computers, software, and modems. Councilmembers are expected to complete cyber security training on a yearly basis.

The complete policy can be viewed [here](#).

#### **4.03 Meeting Rooms**

Council has a shared office at City Hall on the 4<sup>th</sup> Floor. Councilmembers may reserve this room, by contacting the Assistant to the City Manager. The office is available during business and non-business hours.

Use of the Executive Conference Room or any other conference room at City Hall may also be scheduled through the Assistant to the City Manager. Use of the Main Fire Station Training Room may be scheduled through the Administrative Secretary at the Fire Department.

#### **4.04 Mail, Deliveries**

Physical mail to the City Council is delivered primarily through the use of email and individual mailboxes. Individual mailboxes, located in the Council office, are maintained for each Councilmember by the City Manager's staff. Councilmembers are encouraged to check their physical mailboxes often.

Written letters or notices to the Mayor, the full City Council or individual Councilmembers are scanned by the City Manager's staff and distributed via email to the entire Council and the City Manager.

#### **4.05 City Council Information on City Website**

Each Councilmember may post biographical information on the City's website. Councilmembers will work with the City's Strategic Communications Director to draft biographical information and a list of Councilmember assignments and areas of focus. The City's Strategic Communications Director or designee will post, publish, and update each biographical information page once it has been reviewed and approved by the respective Councilmember.

Councilmembers will have access to a Council resource page, which is an internal, password-protected section of the website. 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.

# Chapter 5

## Interaction between Council and City Staff

### Introduction

City Council policy is implemented by dedicated and professional City staff. Therefore, it is critical that the relationship between Council and staff is well understood by all parties so policies and programs may be successfully implemented.

The City Council also supports and acknowledges that the City Council and the City Manager are most effective when working as a team and as such the Council endeavors to support mutual respect between the City Council and City staff by creating the organizational teamwork necessary for successful implementation of the Council's policies and programs.

### 5.01 Council-Manager Form of Government

The introduction of this guidebook gives a brief overview of the Council-Manager form of government, which is outlined in [RCW Chapter 35A.13](#) and [OMC Chapter 2.04](#) and [OMC Chapter 2.08](#). Basically, with this structure, the City Council's role is to establish city policies and priorities. The Council appoints a City Manager to implement those policies and undertake the administration of the organization.

The Council-Manager plan of government is outlined in [RCW Chapter 35A.13](#).

### 5.02 City Council Non-interference

The City Council is to work through the City Manager when addressing administrative services of the City.

In no manner, either directly or indirectly, shall a Councilmember become involved in, or attempt to influence, personnel matters that are under the direction of the City Manager. Nor shall the City Council be involved in, or influence, the purchase of any supplies beyond the requirements of the City procurement code/procedures.

### 5.03 City Council and City Manager Relationship

The employment relationship between the City Council and City Manager recognizes the fact that the City Manager is the chief executive of the City. All interactions with the City Manager, whether in public or private, should acknowledge the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the City Manager.

#### **A. Performance Evaluation**

The City Council is to evaluate the City Manager on an annual basis to ensure that both the City Council and City Manager agree about performance and goals based upon mutual trust and common objectives. The City Manager's performance is evaluated based upon a mutually agreed upon work plan.

### **5.04 Powers and Duties of the City Manager**

The City Manager serves as the chief executive officer of the city, responsible to the council for the management of all city affairs placed in the manager's charge. The city manager shall:

- Supervise the administration of all departments and offices.
- Appoint and remove department directors and employees.
- Attend all meetings of the Council at which the City Manager's attendance is required by Council. The City Manager has the right to take part in discussion but shall not vote.
- See that all laws and ordinances are faithfully executed, subject to the authority which the Council may grant the Mayor by ordinance to maintain law and order in times of emergency.
- Make policy recommendations to the City Council.
- Prepare and submit reports to the Council;
- Keep the Council fully advised of the financial condition of the City and its future needs.
- Prepare and submit to the Council a proposed operating budget for the fiscal year, and a six-year Capital Facilities Financial plan; and be responsible for its administration upon adoption.
- Implement and administer City Council policy.
- Encourage and provide staff support for partnerships with community organizations and for regional and intergovernmental cooperation and equitable programming.
- Promote partnerships among council, staff, and community members in developing public policy and building a sense of community; and
- Perform such other duties as the Council may determine by ordinance or resolution.

#### **A. Emergency Management**

Under the state's Emergency Management Act, [RCW Chapter 38.52](#), certain powers in times of emergency rest with the "executive head" which means "the City Manager" in Olympia since Olympia is a council-manager form of government.

[OMC Chapter 2.24](#) creates a Department of Emergency Management. This provides the City Manager or Emergency Management Director the authority to proclaim an emergency subject to prompt confirmation of the City Council by adoption of a resolution or ordinance at a special or regular meeting, authorizing, and directing all city personnel, services, and facilities to be assigned to the emergency response and recovery effort.

## **B. Code of Ethics**

The City Manager is subject to a professional code of ethics as a member of the International City/County Management Association (ICMA). It should be noted that this 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. This code is posted in the City Manager's office: [ICMA Code of Ethics](#).

There is also a code of ethics for municipal officers found in [42.23 RCW](#) that outlines prohibited acts with respect to contract interests.

## **5.05 City Council and City Attorney Relationship**

The City Attorney is an employee appointed by the City Manager. The City Attorney is the legal advisor for the Council, its boards, committees, and commissions, 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 City Attorney supervises other attorneys in the City Attorney's Office to ensure coverage of the City's civil and criminal matters and may hire special counsel as necessary. The general legal responsibilities of the City Attorney's Office are to:

- provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;
- prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City.

It is important to note that the City Attorney does not represent individual members of Council, but rather the City Council as a whole.

E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" City business. Any email requesting legal advice from the City Attorney's office, should have typed in the subject line that it is "PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE" and should include the City Manager. Text messages should never be used to seek legal advice. In general, e-mail is discoverable in litigation, and even deleted e-mail is not removed from the archive system. Confidential e-mail 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.

## **5.06 Relationship between City Council and City Staff**

The primary functions of staff are to execute Council policy and actions taken by the Council and in keeping the Council informed. Staff are obligated to take guidance and direction only from the City Manager or Department Director. This direction follows the policy guidance of the City Council as a whole. Staff are directed to reject any attempts of individual Councilmembers to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

City staff will make 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 a magnitude, 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 City Council.

City Councilmember contact with City staff members, exclusive of the City Manager, will be during regular business hours as much as possible, except in the case of unforeseeable circumstances.

## **5.07 Roles and Information Flow**

### **A. Council Roles**

The City Council retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Members of the City Council must not intrude into those areas that are the responsibility of staff. Individual Councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole. Individual Councilmembers will refrain from asking City staff to work outside normal hours. This is necessary to keep staff focused on established Council priorities and avoid undue influence and pressure from individual Councilmembers. It also allows staff to execute priorities given by management and the Council as a whole using their best professional judgment without fear of reprisal. If a Councilmember wishes to influence the actions, decisions, recommendations, workload, work schedule, or priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

### **B. Access to Information**

The City Manager is the information liaison between Council and City staff except for general information or routine service requests (e.g., potholes). Requests for information from Councilmembers are to be directed to the City Manager and will be responded to promptly. The information or response will generally be copied to all members of Council so that each member may be equally informed. The equal sharing of information with City Council is one of the City Manager's highest priorities.

There are limited restrictions regarding when information can and cannot be provided. The City is legally bound not to release certain confidential personnel information. Likewise, certain aspects of police department affairs (i.e., access to restricted or confidential information related to crimes) may not be available to members of the City Council. The City Attorney can advise Councilmembers in these areas.

**C. Significant Requests**

Councilmembers may contact staff directly for general information. Individual Councilmembers should not request or direct the City Manager or Department Directors to initiate any significant action or prepare any report that is significant in nature, without majority Council approval. Councilmembers may discuss ideas with the City Manager and the City Manager will determine whether the request is significant and needs Council direction.

**5.08 Dissemination Information to Council**

In addition to regular, comprehensive memoranda written by the City Manager directly to City Council concerning all aspects of City operations (exclusive of confidential personnel issues), all Councilmembers receive copies of all correspondence received by the City Manager that will assist in them in their policy-making role. The City Manager also provides other documents to Council on a regular basis, such as status reports and executive summaries.

A variety of methods are used to share information with Council. Study Sessions and Work Sessions are held to provide detailed presentations of matters. Council/staff retreats serve to focus on topics and enhance information exchange. The City Manager's open-door policy allows individual Councilmembers to meet with the Manager on an impromptu or one-on-one basis.

**5.09 Magnitude of Information Request**

Any information, service-related needs, or policy research requests perceived as necessary by individual Councilmembers that cannot be fulfilled based upon the above guidelines should be considered as an item for the agenda of a City Council meeting. If directed by Council action, staff will proceed to complete the work within a Council-established timeline.

**5.10 Restrictions of Political Involvement by Staff**

Olympia is a nonpartisan local government. City staff formulates recommendations in compliance with Council policy for the good of the community, not influenced by political factors. For this reason, it is very important to understand the restrictions of political involvement of staff.

By working for the City, staff members do not surrender rights to be involved in political activities. Employees may privately express their personal opinions. They may register to vote, sign nominating, or recall petitions, and they may vote in any election.

There are restrictions against the use of public funds, public property, or public facilities to support or oppose ballot propositions or individual candidates. The basic concepts to keep in mind are that public facilities should not be used for campaign purposes and employees should not promote or oppose a ballot measure or a candidate during work hours.



# Chapter 6

## City Council Meeting Types

### Introduction

The City Council's collective policy and law-making powers are put into action at the council meetings. It is here that Council conducts its business. The opportunity for community members to be heard, the availability of local officials to the public, and the openness of council meetings all lend themselves to the essential democratic nature of local government.

Each meeting of the Olympia City Council shall be conducted in accordance with a published agenda for the business to be transacted.

### 6.01 Annual and Mid-Year Retreats

The City Council shall hold two retreats – one in January and one in June. The annual and mid-year retreats are facilitated by a professional meeting facilitator. The Committee of the Chairs works with the City Manager to draft an agenda and select a professional facilitator for the full Council's consideration.

#### A. Annual Retreat Objectives

- Review of council operating agreements and update as needed
- Creation of Annual Work Plan/Council Priorities
- Council's Annual Meeting Calendar
- Election of Mayor Pro Tem (Two Year Assignment)
- Election of Committee Chairs (Two Year Assignment)
- Intergovernmental and Regional Assignments

#### B. Mid-Year Retreat Objectives

- Check-in on Annual Council Priorities/Work Plan
- Begin discussions on budget priorities for the upcoming year

### 6.02 Special Meetings

A special meeting may be called at any time by the Mayor or by a majority of the Council. Notice will be provided in keeping with the regulations outlined in [RCW 42.30](#). If more than three Councilmembers attend and participate in an official capacity at any meeting, it shall be considered a special meeting and notice shall be given. In addition, the City Manager shall follow up with Councilmembers by telephone, email, or another convenient communication method reasonable to apprise the members of special meetings. The City Manager may also, at their discretion, provide notice to interested parties.

Only Agenda items noticed for the Special Meeting may be discussed or considered by the Council at the meeting. The agenda may not be amended at the Special Meeting to add items.

### **6.03 Study Sessions and Work Session**

#### **A. Study Sessions**

A Study Session is an informal opportunity for Councilmembers to receive progress reports on current issues. Further, the purpose of Study Sessions is to allow Councilmembers to do concentrated preliminary work on single subjects of time consuming, complex matters (i.e., budget, complex legislation, or reports). Participants in Study Sessions may include Council, staff, representatives of other agencies or groups, advisory body members, community members, and other individuals.

#### **B. Work Sessions**

A Work Session is an opportunity for Councilmembers to discuss policy issues or other topics in more depth. Council conversation with one another is the core of a Work Session. The discussion may be facilitated by the Mayor, other Councilmembers or an outside facilitator. Staff, representatives of other agencies or groups, advisory board members, community members and other individuals may join Council at Work Sessions when their presence or participation supports the Council conversation.

Requests to refer a topic to a Study Session or a Work Session may be made by any Councilmember or the City Manager during the Reports and Referrals period at any Council business meeting. The person making the request or anyone eligible to make a request for a Study Session or Work Session may ask that the topic be considered for priority scheduling. A majority of Councilmembers must approve the request.

### **6.04 Executive Sessions and Closed Sessions**

#### **A. Executive Sessions**

An Executive Session is 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 before, after, or during a regular or special meeting to consider such matters permitted by [RCW 42.30.110](#) or other applicable state law.

Such matters may include, but are not limited to, national security, purchase or sale of real estate, litigation, potential litigation, to evaluate the qualifications of an applicant for public employment, evaluation or complaints or charges brought against a public officer or employee, to evaluate the qualifications for appointment to elective office in event of a Council vacancy, and performance of publicly bid contracts. No voting or polling is permitted in Executive Session. Any actions must be taken in a subsequent regular public meeting.

**Executive Session discussions are confidential.** Disclosure of confidential information from an executive session by a municipal officer violates [RCW 42.23.070\(4\)](#). The statute prohibits both the disclosure of confidential information and its use for personal gain or benefit.

**B. Closed Session**

A Closed Session is for matters permitted by law, such as discussions on labor negotiations and collective bargaining agreements; when Council is sitting in a quasi-judicial capacity; certain licensing proceedings, or under the Administrative Procedures Act.

**6.05 Council Committee Meetings**

**A. Schedule**

Each committee shall set a regular meeting date at its first meeting of the year following the confirmation of member appointments for that year. The committee chair or a majority of the committee may cancel a regular meeting or schedule a special meeting of the committee.

**B. Annual Work Plan**

A draft work plan, including tentative schedule, is developed by the Committee at its first meeting of the year. The work plan is based on referred items carried over from the prior year, plus committee member and staff knowledge of emerging issues/policies. The draft work plan is forwarded to the full Council for review and approval as a Consent Calendar item.

During the year, items are added to the work plan because of referrals from the Council's retreat or by concurrence with a referral request by a majority of Councilmembers at a Council meeting. Written requests for a *referral to a committee* may be made by the Mayor, individual Councilmembers, or the City Manager.

**C. Council Referral to a Committee**

Throughout the year, a Council majority may refer an item to a committee during a regular business meeting. Afterwards, the staff liaison will consult with the committee chair to determine when this referral can be added to the committee's current work plan. The process to introduce and advance a referral is in section 7.04. Due to time constraints and/or workload, the committee chair may decide the item should be added to the committee work plan for the next year. In this case, if a majority of Councilmembers agree the item should be addressed in the committee's current work plan, they may request the committee chair to add an extra meeting to the committee's schedule.

**D. Committee Recommendations to Council**

Council committee recommendations will be presented to the full Council by the Committee Chair. The Committee Chair may request that a specific item from the committee be placed on the Council's agenda as an "Other Business" item, even if committee support is unanimous. If an item does not have a unanimous recommendation from the committee, it shall not be placed on the Council's consent calendar.

# Chapter 7

## City Council Meetings & Procedural Rules

### Introduction

The City Council's collective policy and law-making powers are put into action at the council meetings. It is here that the Council conducts its business. The opportunity for community members to be heard, the availability of local officials to the public, and the openness of council meetings all lend themselves to the essential democratic nature of local government.

### 7.01 Meeting Schedule – Business Meetings

The annual schedule for the Olympia City Council is developed at the January retreat. Unless otherwise noticed, regular business meetings are held:

Tuesday evenings at 6:00 p.m.,  
Olympia Council Chambers,  
601 4<sup>th</sup> Avenue E.

Unless approved by the full Council, Council will not meet on the 5<sup>th</sup> Tuesday of a month unless it is scheduled by the City Council at its annual retreat.

#### A. Legal Holiday

When a regularly scheduled meeting occurs on a legal holiday, the next succeeding day shall be the date of the regular meeting.

#### B. Primary Election and General Election

If Council is meeting the week of the Primary Election (August) or General Election (November), the meeting shall be on Monday instead of Tuesday (see [OMC 01.04.050](#))

### 7.02 Public Notice of Meetings and Hearings

Pursuant to [RCW 42.30](#), cities are charged with establishing a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meeting. The procedure followed by the City of Olympia is as follows:

**A. Preliminary Agenda of Council Meetings**

The public shall be notified of the preliminary agenda for the forthcoming regular City Council meeting by posting a copy of the agenda in the following public places in the City at least 24 hours in advance of the meeting:

Olympia City Hall  
601 4<sup>th</sup> Avenue East  
Olympia, WA 98501

The City's Official Website: [www.olympiawa.gov](http://www.olympiawa.gov)

Notice of special meetings will be consistent with [RCW 42.30.080](#)

**7.03 Development of the Agenda**

The agenda is the schedule of items the Council has prioritized to address at a meeting. Agendas are posted with meeting packets on Legistar by 3pm on the Thursday prior to the meeting.

Agenda items may also be certain items proposed for the Council to address (i.e., street or right-of-way, vacations, ordinances, or resolution to accept grants, etc.). The proposed agenda is set by the Mayor and/or Mayor Pro Tem in consultation with the City Manager. It is updated weekly and distributed to Councilmembers.

The City Manager meets weekly with Department Directors to go over the upcoming agenda and calendar, at which time any issues that need to be brought forth to the City Council are discussed with the City Manager.

**7.04 Advancing a Policy Issue**

It takes a majority of the City Council to bring a policy item before the full Council or a Council committee. Following are the various ways a Councilmember may advance a policy issue:

**A. Annual Goal Setting Retreat**

At the January retreat Councilmembers discuss council's annual goals and prioritize policy issues and projects for staff to focus on during the year.

**B. Council-Appointed Advisory Committee Work Plans**

The Community Livability and Public Safety Committee reviews Council-appointed advisory body work plans annually, and they are forwarded to the full Council for approval. At that time, a majority of Councilmembers may request other items be added to the work plan.

**C. Business Meeting Referral**

During the Council Reports and Referrals period at a regular Council Business Meeting, a member may bring forward a referral for an item to be addressed by staff, an advisory body, a Council committee or by the full Council in the form of a study session or work session. This request is subject to concurrence by a majority of the Council present. Such matters shall not be considered by the Council at the same meeting it is submitted without the concurrence of the majority of the Council present.

**Referral Form:** The City Council Referral request form is included on the Council internal webpage and can be obtained from the Assistant to the City Manager. The referring Councilmember must complete the Referral Request form that is supported with signatures from two other Councilmembers and submit the form to the Assistant to the City Manager by Wednesday at noon for inclusion in Council Business Meeting packet for the preceding week.

**Referral to Committee:** Councilmembers will work with City staff to scope referred issues and complete a written referral. When the written referral is brought to full Council for concurrence, it will be assigned to the appropriate committee and/or staff member. The item will then be scheduled on the committee work plan agenda for a future date, and the committee chair will report back to full council on findings during a regular meeting.

**Referral to Study or Work Sessions:** Councilmembers may request to schedule a future Study Session or Work Session on the Council agenda.

**D. City Manager's Performance Review**

Council can discuss policy issues that need to be addressed during the City Manager's semi-annual review.

**7.05 Order of Business – Regular Meetings**

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by consensus, rearrange the agenda order to allow for a better flow given the items being discussed.

**A. Opening and Roll Call**

This is a time when the Mayor officially opens the meeting and acknowledges attendance of the Councilmembers and Mayor Pro Tem.

**B. Meeting Agenda Approval**

This is the time when Councilmembers or the City Manager may withdraw or move items on the agenda.

**C. Announcements**

This is a time when the City Manager or Staff can update the Council on an emerging topic that is not on the Council agenda.

**D. Special Recognition/Proclamations**

A formal declaration or public statement by the Mayor and City Council of an important matter or event.

**E. Public Comment – not to exceed 30 minutes**

The City Council appreciates hearing from community members about items relating to city business. This is a limited public forum and all matters discussed shall relate to city business.

***Role of the Mayor***

The manner and extent to which members of the public participate in the Public Comment portion of the agenda is under the control of the Mayor. The Mayor is empowered to curtail or prohibit Public Comment that is overly repetitive or lengthy, beyond the reasonable scope of City business, or of a nature that would endanger the safety or wellbeing of the persons attending the meeting or individual city employees, or that is a personal attack upon a Councilmember's or other person's honesty, integrity, reputation, race, creed, national origin, ethnic background, color, sex, marital status, sexual orientation, age, veteran or military status, or impedes the presence of any individual with sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The Mayor is also empowered to establish time constraints or to suspend Public Comment, if necessary, to prevent unreasonable delay of the Council meeting or to suspend or reduce Public Comment during times of a declared emergency or disaster which demands immediate action to preserve public health, protect life, protect public property, or to provide relief to the City of Olympia which may be overtaken by such occurrences, or which reaches such a dimension or degree of destructiveness as to warrant the governor proclaiming a state of emergency pursuant to [RCW 43.06.010](#), or as provided in the state Emergency Management Act, [RCW Chapter 38.52](#).

***Sign up protocol***

Interested residents may sign up to speak before the Council regarding any item related to City business, except the following issues:

- Where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity; or
- Where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individuals will be asked to indicate on the sign-in sheet whether they have addressed the Council as part of Public Comment within the past 30 days. The Mayor has the discretion to move to the end of Public Comment those individuals who indicate on the sign-in sheet that they have testified in the last 30 days or who are known to the Mayor to have testified in the last 30 days.



### ***In-Person Sign-In***

Sign-in for Public Comment begins when the lobby doors to the Council Chambers are open (about 30 minutes in advance of the start of the meeting) and continues until after the Mayor gavels the meeting to order. Everyone who has signed in by the time registration is closed will be provided an opportunity to comment at that evening's meeting, either during the initial 30 minutes scheduled on the agenda for Public Comment, at the end of the meeting if everyone is not accommodated within the initial 30 minutes, or in another order if proposed by the Mayor at any time during a meeting and agreed to by a majority of Councilmembers in attendance at the meeting.

### ***Virtual (Online) Public Comment Sign-In***

Virtual public comment requires advanced registration by 4:30 p.m. the day of the meeting. The link to register is included on the corresponding City Council agenda.

During the period when the Mayor calls forward those who are signed up for virtual public comment, the speaker will be given the ability to use their microphone and camera. At the conclusion of the speaker's comments or when they have reached the two-minute maximum, the speaker will be no longer be able to use their microphone or camera.

### ***Addressing the Council – Manner - Limits***

Each person addressing the Council will give their name in an audible tone of voice for the record, and, unless the Council grants further time, shall limit the address to two (2) minutes. No person other than the Council and the person having the floor will be permitted to enter any discussion, either directly or through a member of the Council, without the permission of the Mayor.

### ***Addressing the Council – Generally***

General public comment is invited and encouraged during the public comment section of the agenda only. During the Public Comment portion of the meeting, the Mayor will invite members of the public to speak to Council about topics that are not scheduled for public testimony. Comments on any non-agenda items will not be allowed other than during the Public Comment portion of the agenda.

### ***Limits***

Individual comment during Public Comment is generally limited to two minutes or less at the discretion of the Mayor. Comments shall be directed to the Council as a whole, not to the audience. Speakers may not cede all or a part of their time to another speaker or play recorded comments of other persons not present and signed in as speakers for the meeting. The Mayor is empowered to explain at the beginning of Public Comment that clapping, shouting and other demonstrations are not permitted at any time so that all persons wishing to speak, or in attendance, are not intimidated and feel safe to express their views or be present.

If time allows during the initial 30 minutes set aside on the agenda for Public Comment, the Mayor may ask if anyone else in the audience wishes to speak. In this circumstance, Public Comment will not exceed 30 minutes total of time, and additional comment will not be carried forward to the end of the meeting.

***Council response to public comment***

To hear as many people as possible, the Council will refrain from commenting on individual statements until all Public Comment has been taken, or at the end of the 30-minute time allotment.

Councilmembers may request additional information from the persons who spoke, information or a report from the City Manager, or make brief comments to help inform the issues.

**F. Consent Calendar**

The Consent Calendar consists of items of a routine nature that generally do not require discussion. The City Manager, Mayor, and Mayor Pro Tem will propose which items are on the Consent Agenda.

The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council, except for ordinances which require two separate readings at a regularly scheduled council meeting. Final passage of a consent item typically occurs on second reading, although second reading may be waived by an affirmative vote of at least two-thirds of the Councilmembers present, unless precluded by law. Resolutions may also be passed in one reading.

During the regular meeting, any Councilmember may pull a Consent Calendar item for discussion prior to approval of the Consent Calendar.

**G. Public Hearings**

Procedures for a Public Hearing are similar to what is described above for Public Comment. For Frequently Asked Questions about Public Hearings, see the [MRSC website](#).

Individual comment during Public Hearings is generally limited to three (3) minutes or less. Comments should be directed to the Council as a whole. Speakers may not cede all or a part of their time to another speaker. The Mayor will determine the order and protocols for Public Hearing testimony.

The Mayor is also empowered to establish time constraints on testimony during Public Hearings, if necessary, to permit time for all persons wishing to speak. Likewise, the Mayor may suspend verbal testimony at a Public Hearing in the event of a declared emergency or disaster which demands immediate action to preserve public health, protect life, protect public property, or to provide relief to the City of Olympia which may be overtaken by such occurrences, or which reaches such a dimension or degree of destructiveness as to warrant the governor proclaiming a state of emergency pursuant to [RCW 43.06.010](#), or as provided in the state Emergency Management Act, [RCW Chapter 38.52](#). In the event of a declared public emergency, the Mayor will provide for testimony at the Public Hearing to be submitted to the Council in writing or by email or recorded

video presentation, so long as such video recorded testimony is limited to three minutes or less. All such testimony shall be distributed to the Council for review prior to any Council action.

**H. Ordinances & Resolutions**

All ordinances and resolutions shall be approved as to form and legality by the City Attorney, the applicable Department Director, and the City Manager before being presented to the City Council. No ordinance shall contain more than one subject that shall be fully and clearly expressed in its title.

**I. Contracts/Agreements**

All contract documents shall be approved as to form and legality by the City Attorney and City Manager before being presented to the City Council.

**J. Other Business**

Items on Other Business allow staff to brief/update the Council and public on issues/items they are working on which might not otherwise come before the City Council but are of interest regarding city operations, programs, or policies. They are brief and should be limited to 10-15 minutes.

**K. Continued Public Comment**

This is a continuation if public comment exceeds 30 minutes earlier in the agenda.

**L. Council Reports and Referrals**

***Council Assignments and Committee Reports***

This is an opportunity for the Mayor, Mayor Pro Tem, and Councilmembers to update each other and the public on council assignments. Councilmembers should be concise and restrict their reports to be no more than 5 minutes each.

The Council Committee chair should give a brief recap of the substance of the Committee's discussion and recommendations.

***Referrals***

This is an opportunity for the Mayor, Mayor Pro Tem, and Councilmembers to introduce an issue and seek a referral to a Council Committee and/or staff as described in section 7.04.

**M. City Manager's Report**

**N. Adjournment**

**O. Executive Session & Closed Session**

At the call of the Mayor or with a majority vote, the City Council may recess to Executive Session to privately discuss and consider matters of confidential concern to the well-being of the City. The purposes for which an Executive Session or Closed Session may be held are identified in [RCW 42.30.110](#) and [RCW 42.30.140](#).

The City Council may also hold an Executive Session to receive confidential advice from the City Attorney under the attorney-client privilege as permitted by [RCW 42.30.110](#).

Before convening in Executive Session or Closed Session, the Mayor will publicly announce the purpose for excluding the public from the meeting place, and the time when the Executive Session/Closed Session will be concluded. An Executive Session/Closed Session may be extended to a stated later time by announcement of the presiding officer.

## **7.06 Order of Business – Study Sessions & Work Sessions**

The study session and work session are the forums used by Council to review forthcoming programs of the City, to receive progress reports on current issues, or to receive similar information from the City Manager and others. Further, the purpose of Study Sessions and Work Sessions is to allow Councilmembers to do concentrated preliminary work on single subjects of time consuming, complex matters (i.e., budget, complex legislation, or reports, etc.). One of the goals is to provide a less formal atmosphere within which Councilmembers may ask questions of staff and each other before an item is presented to Council for action. Study Sessions and Work Sessions may be in less formal setting, when available, but shall not discourage public observation.

### Order of Business

- A. Opening & Roll Call
- B. Business Item
- C. Adjournment

## **7.07 Remote Attendance of a Councilmember(s)**

It is preferable that Councilmembers attend meetings in person when possible; however, remote attendance is allowed and encouraged if a Councilmember cannot attend in person. Council should give 24-hour advance notice of remote attendance to the Mayor or City Manager's Office. If attending remotely for a specific item, Councilmembers agree to be present for the entirety of the item, not just the vote.

If the Mayor is attending remotely, the Mayor Pro Tem will preside over the meeting. In the event the Mayor and Mayor Pro Tem are attending remotely the Mayor will appoint another Councilmember to assume this responsibility.

## **7.08 Hybrid Meetings | Remote Meetings**

City Council and Council Committee meetings are held in a hybrid format. The Community can attend a meeting and participate in public comment either in person or through Zoom. Links to the hybrid meetings are included.

Public comment during hybrid meetings – See section 7.05 E.

## **7.09 Parliamentary and Parliamentary Procedure**

Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. The City Council uses Robert's Rules of Order to help run its meetings.

The City Attorney shall assist the City Council on questions of parliamentary procedure and the application of the parliamentary rules contained in Robert's Rules of Order. Before deciding any question of parliamentary procedure, the Mayor may request advice from the City Attorney. In cases where serious errors in procedure are being used or being contemplated, the City Attorney may give advice even when it has not been requested.

Please refer to Appendix B for more detailed information about Parliamentary Procedures, including a summary of Robert's Rules, scripts, and quick reference guide to motions.

## **7.10 Council Actions**

### **A. Actions Generally**

All actions by the Council shall be by ordinance, resolution, proclamation, or motion and will only be conducted in open public meetings, unless otherwise provided by law. Any action, except for the passage of any ordinance or the granting or revocation of any license or franchise, shall be deemed approved by an affirmative vote of a majority of those Councilmembers who are present and vote (i.e. do not abstain).

A vote on any matter will be taken by voice vote except where the Mayor or Committee Chair is unable to discern whether the ayes or nays prevail, in which case a roll call vote shall be taken. Any Councilmember may abstain from voting on any matter.

### **B. License or Franchise**

The passage of any ordinance that grants or revokes a license or franchise, and any resolution for payment of money requires the affirmative vote of at least a majority of the whole membership of the Council.

### **C. Votes Required for Passage**

For all resolutions, and motions, a simple majority of the Councilmembers present (assuming a quorum) is sufficient for passage.

Public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace, may take effect immediately upon final passage (instead of after a 30-day delay) if the ordinance contains a statement of urgency and is passed by unanimous vote of the whole Council. (RCW 35A.11.090(2)). Ordinances not subject to referendum take effect after 5 days as provided by general law. This includes ordinance types listed in RCW 35A.11.090 and by case law, such as a Council's legislative authority over zoning, which is not subject to referendum.

**D. Public Emergency Ordinances**

Public emergency ordinances that take effect immediately must contain a statement of urgency and be passed unanimously by the Council since the City of Olympia has retained for its electors the powers of initiative and referendum in OMC 1.16.010(A). (See also, RCW 35A.11.090(2)).

**E. Budget Actions**

An ordinance or budget resolution shall undergo two separate readings, and final passage may not be accomplished before the second reading. The readings shall occur at regular meetings. This guideline may be suspended by an affirmative vote of at least two-thirds of the Councilmembers present, in which case final passage may be accomplished at the same meeting the ordinance or budget resolution was introduced, unless precluded by law. As a general practice, the City Manager will not recommend that the Council take action as first and final reading.

**7.11 Audio Recording of the Meetings**

The City Clerk, or designee, will make and keep audio recordings of all meetings of the Olympia City Council, except those meetings or portions of meetings conducted in Executive Session, or unless a motion is passed to suspend audio recording of a meeting. Recordings and related records of all City Council meetings, except as referenced above, will be retained by the City in accordance with the Washington State Records Retention Schedule. See, [RCW 42.30.220](#).

**7.12 Televised-Hybrid Meetings**

Olympia’s weekly City Council meetings, Special Meetings, Study Sessions, and Work Sessions when held in the City Council Chambers on Tuesday evenings, are broadcast to the community and available via Zoom.

**7.13 General Procedures**

**A. Seating Arrangement of the Council**

While the Mayor Pro Tem is customarily seated immediately next to the Mayor, they may choose to sit anywhere at the dais. The Mayor, with the approval of individual Councilmembers, shall establish other seating arrangements for regular council meetings.

**B. Signing of City Documents**

The Mayor, unless unavailable, shall sign all ordinances, resolutions and other documents which have been adopted by the City Council and require an official signature. In the event the Mayor is unavailable, the Mayor Pro Tem may sign such documents. The City Manager

may be authorized by Council action to sign other documents on behalf of the City, e.g., contracts, Interlocal Agreements, real estate purchase and sale agreement, grants, etc.

**C. Quorum**

Four members of the Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the Mayor shall, at the request of any two members present, compel the attendance of absent members.

**D. Minutes**

The Assistant to the City Manager or designee will take minutes at all meetings of the City Council. The minutes will be made available for public inspection.

*Robert's Rules of Order* define minutes as the record of the proceeding which state what action was taken. The essentials of the record include all main motions (except those that were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.

**E. Interrupted Meetings**

The Open Public Meetings Act ([RCW 42.30.050](#)) provides a procedure for the Council to continue its business in the event any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such Council or committee meeting “. . . unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting . . .”

In that event, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the Council's or committee's agenda.

Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to RCW 42.30.050. Nothing in [RCW 42.30.050](#) “. . . shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.” In accord with this statute, the Mayor or Committee Chair may admit individuals to the meeting who have not participated in the disturbance and are not responsible for disturbing the orderly conduct of the meeting.

**7.14 Open Public Meetings Act**

[RCW Chapter 42.30](#) outlines the Open Public Meetings Act (OPMA). The open public meeting law applies to the City Council, and all standing, special or advisory boards, commissions, committees, or subcommittees of, or appointed by, the City Council, except those committees that are purely advisory. Quasi-judicial proceedings, such as a site specific rezone, is not subject to the OPMA. However, where a public hearing is required for a quasi-judicial matter, only the deliberations by the body considering the matter can be in closed session ([RCW 42.30.140](#)). Collective bargaining sessions are likewise not subject to the OPMA requirements and may

occur in closed session (RCW 42.30.140). Councilmembers are required to complete [OPMA training](#) within 90 days of assuming office or taking the oath of office ([RCW 42.30.205\(1\)](#)). In addition, every member of a governing body must complete OPMA training at intervals of no more than four years as long as they remain in office ([RCW 42.30.205\(2\)](#)).

**A. Meetings**

All meetings of the Council shall be open to the public, except in the special instances as provided in [RCW 42.30.110](#) and [RCW 42.30.140](#) as hereafter amended. A meeting takes place when a quorum (a majority of the total number of Councilmembers currently seated on the Council) is present and information concerning City business is received, discussed, and/or acted. A meeting does not have to be in person to be subject to the OPMA. Meetings can occur by telephone, email, or other electronic media. Serial meetings are also subject to the OPMA. Serial meetings occur when a councilmember meets with another, and then meets with successive councilmembers to discuss city business.

**B. Americans with Disability Act (ADA) Requirements**

The City of Olympia strives to provide accessible meetings for people with disabilities. Assisted-listening devices are available for use in the Council Chambers. If these or other accommodations are required, please contact the Americans with Disabilities Act Coordinator at least three days prior to the meeting.

**C. Actions**

No legal action can be taken by the Council except in an open public meeting. At a Special Meeting, action can be taken only on those items appearing on the posted agenda, except for emergency items. At a Regular Meeting of the City Council, the Council is free to act on non-agenda items, subject to applicable notice requirements in state statutes or local ordinances for the subject matter being considered.

**D. Correspondence**

All writings distributed for discussion or consideration at a public meeting are public records. To that end, Councilmembers shall not communicate using text, Microsoft Teams chat, Jabber, Zoom chat, Instagram, Twitter, Facebook or other social media during a council meeting. Councilmembers shall refrain from making or receiving personal, private phone calls or emails while at the Council dais. Councilmembers shall not communicate in any electronic format with another councilmember during a council meeting.

Written material protected by attorney-client privilege must not be cited or quoted.

See the MRSC website for Frequently Asked Questions about Open Public Meetings.



# Chapter 8

## Budget & Financial Management

### 8.01 Budgeting

#### D. Annual Operating Budget

The City’s annual budgeting process is one of the most visible and significant ways we achieve and articulate the community’s vision. Being good stewards of taxpayer dollars means ensuring that funding is committed to projects and programs that are financially sustainable and clearly aligned with and carry out the community vision.

The City Manager’s Annual Operating Budget must be presented to the City Council no later than the first Tuesday in November. In October/November, the City Council reviews the City’s Manager proposed budget, holds public hearings, and makes budget adjustments. The City Council then adopts the annual budget for the next fiscal year. The Annual Operating Budget must be balanced and adopted prior to December 31 of the preceding year.

#### A. Capital Budget

The Capital Budget is “Year One” of the Capital Facilities Plan (CFP) - [Six-Year Financial Plan](#). A preliminary CFP is submitted to Council in early summer, followed by a public hearing in the Fall and adoption as part of the Annual Operating Budget in December. The Planning Commission and other advisory boards and commissions review the document and provide comment to the Council.

#### B. Amendments after Adoption

The City Manager is authorized to transfer appropriations within a fund without Council approval. However, increases or decreases to budget appropriations, or transfers between funds, require Council action. The budget is amended through ordinance which requires two readings prior to adoption.

#### C. Council Goal Money

During the development of the Operating Budget, money deemed “Council Goal Money” may be set aside for the Council to use at its discretion throughout the year. The decision to use the money and how much will be determined by a motion and a majority vote of the Council. The amount set aside varies each year, according to the flexibility of the General Fund.

### 8.02 Long Term Financial Strategy

The City Council set a [Long Term Financial Strategy](#) to help guide decision making. The strategy provides tools that allow for making better decisions by focusing on long-term objectives and the impact current decisions have in the future. The strategy process includes a recognition of the following identified risks:

- Staffing and Service Levels
- Infrastructure Repair and Maintenance
- Economic Recession & Slowdowns
- Legislative changes

### **8.03 Independent Audit**

Financial and Compliance audits are conducted annually by the State Auditor's Office. The Annual Comprehensive Financial Report is produced by the Finance Department. Performance Audits may be performed by the State on specific topics at the sole discretion of the State Auditor. City Councilmembers are invited to participate in the annual audit.

# Chapter 9

## Communication and Public Engagement

### Introduction

Active, informed, inclusive, and equitable engagement of community members, both individually and collectively, is an essential element of healthy civic life and a thriving local democracy. Because the City 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, seeking community opinions, and working with staff to provide policy direction.

### 9.01 Council Correspondence

#### A. Email

When an email correspondence is sent to the [citycouncil@ci.olympia.wa.us](mailto:citycouncil@ci.olympia.wa.us) address, the Assistant to the City Manager will generally send the writer an initial reply stating “Thank you for your comments. I will forward them on all Councilmembers and appropriate staff”. They will copy the full Council, City Manager, Assistant City Managers, Strategic Communications Director and staff that are pertinent to the topic on that response.

If the Assistant to the City Manager recognizes the email needs to be responded by a City employee (i.e., it asks a specific question), they will identify a staff member to respond. Accordingly, the Assistant to the City Manager will identify the staff member in the initial response as well as copy that staff member.

If the nature of the letter is only one of opinion, the Assistant to the City Manager will not identify a staff person to respond. If a Councilmember wishes to respond to any letter, it is their responsibility to copy the full Council on the response.

If a Councilmember receives an email sent directly to their address, they are not required to share their response with the full Council. However, if they would like the full Council to be aware of the response, it is the Councilmember’s responsibility to copy the “councilmembers” email address on that response. However, keep in mind the discussion above on limiting such emails to a one-way exchange of information in light of requirements under the Open Public Meetings Act.

## **B. Written Correspondence**

All paper letters (whether addressed to all or one) will be scanned and emailed to the full Council. If the Assistant to the City Manager deems the letter needs a response (i.e., it asks a specific question) they will identify a staff member to respond, and follow the same procedure listed above (except they will not send an initial response to the sender, and the staff responder should forward a paper copy of their response to the Assistant to the City Manager so it can be forwarded to the full Council).

On occasion, members may wish to correspond 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, members should clearly indicate they are not speaking on behalf of the Council as a whole, but for themselves as one member of Council. City letterhead and office support may be used in these circumstances.

City letterhead and staff support cannot be used for personal or political purposes.

## **9.02 Local Ballot Measures**

At times, initiatives, referendums, or other ballot measures may be placed on the ballots that affect City Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, State statutes prohibit the City from using its personnel, equipment, materials, buildings, or other resources to influence the outcome of elections. What the City can do is distribute an objective informational mailer or pamphlet for the purpose of informing the public of the facts of an issue. Please see the [Guidelines for Local Government Agencies in Election Campaigns](#).

## **9.03 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. Proclamations are a way the City can make special recognition of an individual, event, or issue. Proclamation requests will be submitted through the City Manager's Office and forwarded to the Mayor/City Manager for approval.

The City prepares two types of proclamations, regular and Mayoral. A regular proclamation goes to the full Council and is read aloud. The Council, generally, presents it to a representative in the community. A Mayoral proclamation is given to the Mayor for signature. The Mayor is authorized to sign on behalf of the Council, proclamations which are non-controversial in nature and which cannot be timely acted upon by the full Council because of their meeting schedule. The Mayor shall sign proclamations only if requested to do so by a member of the Council, including the Mayor, and shall provide the Council with a copy of same at the next scheduled Council meeting.

## 9.04 Washington Public Records Act

Almost everything we handle is a public record. According to [RCW 42.56.010\(2\)](#), a "public record" is defined to include "... any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

"Writing" is also defined in the disclosure statutes: "Writing means handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound records, and other documents including existing data compilations from which information may be obtained or translated ([RCW 42.56.010\(3\)](#)). This includes text messages and email involving City business on public or personal cell phone devices or tablets.

Please refer to [MRSC and Managing Electronic Records](#) for more information.

To ensure that business communications submitted to and by elected and appointed officials comply with the State Public Records Act, [RCW 42.56](#), and the State Open Public Meetings Act, [RCW 42.30](#), the following is set forth:

### A. Communications - Generally

All letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions as stated by the Public Disclosure Act, are public records. Copies of such letters, memoranda, and interactive computer communication may not be provided to the public or news media unless a public disclosure request has first been filed with the City Clerk.

### B. Written Communications

Written letters and memoranda received by the City, addressed to a Councilmember or the Council as a body, will be photocopied and provided to all City Councilmembers, and a copy kept according to the City's Records Retention Schedule.

### C. Electronic Communications

E-mail communications that are intended to be shared among four or more Councilmembers, whether concurrently or serially must be considered within the context of the Open Public Meetings Act. Such emails should be restricted to providing information such as materials for later review or notice of a potential new agenda item. Responses to such emails 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 should be done at an open meeting.

Here is further guidance to ensure compliance with the Public Records Act and electronic communications:

1. Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record. Users should delete these messages once their administrative purpose is served.
2. All other 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.
3. E-mail should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other “confidential” City business. In general, e-mail is discoverable in litigation, and even deleted e-mail is not necessarily removed from the system. Confidential e-mail 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.
4. E-mail between Councilmembers and Councilmembers and staff should not be transmitted to the public or news media unless a public records request has first been filed with the City Clerk.
5. E-mail will not be used for personal use, since Councilmembers’ conventional e-mail addresses include the City’s “return address.”
6. Councilmembers will not exchange emails or text messages during public Council meetings.

### **9.05 Role of Public Engagement**

The City treats public engagement as an integral part of effective and trusted governance, not just an occasional process or activity. The City treats engagement as a “multi-channel” endeavor that includes face-to-face meetings, virtual interactions, and other online communications. The City encourages collaboration in public engagement efforts with other government jurisdictions and authorities, community-based organizations, civic groups, and individual residents.

To ensure public engagement centers on the needs and goals of community members, the city upholds the following principles:

**A. Equity in engagement**

Principles of justice, equity, diversity, and inclusion should guide the design and execution of public engagement activities.

**B. Accessibility in engagement**

Public engagement activities should be broadly accessible in terms of schedule, location, facilities, and information and communication technologies.

**C. Accountability in engagement**

There should be meaningful opportunities for community members to bring issues, concerns, and priorities to city officials to influence city policy, ordinances, and actions.

**D. Collaboration in engagement**

Public engagement efforts should build on and help develop long-term, collaborative working relationships and mutual learning opportunities with residents of all ages, civil groups, organizational partners, and other governments.

**E. Evaluation of engagement activities**

Public engagement activities and the state of engagement overall should be evaluated through participant feedback, analysis, and learning that is shared publicly and broadly.





# Chapter 10

## Conflicts of Interest, Appearance of Fairness Doctrine, and Liability of Elected Officials

### 10.01 Conflicts of Interest

The conflict-of-interest law is one of the most complicated. To understand its effect on a Councilmember's actions, it is suggested that members discuss the law and potential conflicts with a private attorney or the City Attorney. It is imperative that Councilmembers identify in advance what their conflicts are.

Municipal officers are required to declare a conflict of interest and are prohibited from participating or otherwise being involved in discussions on issues or contracts where such an interest exists. It is illegal to fail to declare a conflict of interest, or to participate or otherwise be involved in discussions on issues or 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 members to approve the contract.

It is recommended that each Councilmember read RCW Chapter 42.23, [Code of Ethics for Municipal Officers –Contract Interests](#)

#### A. Applicability

All City officers, elected and appointed, are subject to the conflict-of-interest law in [RCW Chapter 42.23](#). This includes Councilmembers.

#### B. Remote Interest Definition

Remote Interests are those deemed 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 nonprofit 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.
- An employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary.

**C. 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 City's 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 schoolteacher 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.
- See RCW 42.23.030 for additional examples.

**D. 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 City 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 prevent the City 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 on the record.

**E. City Attorney Opinions**

A Councilmember's request for an opinion from the City Attorney concerning conflict of interest is confidential. Councilmembers may seek advice from a private attorney, at their own expense, concerning potential conflicts. In such cases, no disclosure policy would apply.

**F. Filing of Disclosures**

The City Clerk maintains a file for all disclosures and legal opinions of conflicts of interest.

**G. Apparent Conflict of Interest in Litigation Matters**

A Councilmember who actively supports a position contrary to an official City of Olympia action or position, as adopted or ratified by a majority of the City Council, should 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 that 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.

## 10.02 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.

For risk management purposes, never admit liability unless authorized to do so by the City Attorney. It is best to not comment on such issues, and let the proper investigative authorities determine liability. Councilmembers should consult the City Attorney on liability issues.

It is important to note that violations of certain laws and regulations by individual members of the City 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.

OMC [Chapters 2.70](#) and [2.72](#) address defense of employees and officers for acts or omissions or in recall proceedings.

# Chapter 11

## Council Compensation and Expenses

### 11.01 Council Compensation

The Olympia Municipal Code provides for payment of a salary to members of the City Council. A seated City Council may not increase or decrease its own compensation.

[OMC Chapter 2.05](#) establishes an Independent Salary Commission which sets Council salaries.

### 11.02 Independent Salary Commission

#### A. Purpose

The Olympia Municipal Code [Chapter 2.05](#) provides for an Independent Salary Commission to determine compensation and benefits for the Mayor, Mayor Pro Tem, and Councilmembers.

#### B. Selection of Commissioners

The Commission consists of five (5) residents who serve a two-year term and must be a citizen of the United States, a resident of the City for at least one year immediately preceding such appointment, and an elector of Thurston County. They are selected by the Mayor and recommended to the full Council for approval. Commissioners do not receive compensation for their service.

The Human Resources Director serves as staff support for the Commission.

#### C. Schedule

The Independent Salary Commission must meet annually in June or July per [OMC 2.05.050\(D\)](#). Once a salary schedule is approved by the Commission, it must file a salary and compensation schedule with the City Clerk no later than October 1. The salary and compensation schedule becomes effective 30 days after publication. It is subject to a referendum petition.

### 11.03 Council Expenses

The City 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; travel to Olympia's sister City, Kato City, Japan; and the purchase of publications and office supplies.

#### **A. Travel Policy**

It is the general policy of the City to pay for mileage, transportation, lodging, meals, and other necessary travel expenses incurred while on official City business. Members of the City Council and City boards and commissions are subject to the [City's Travel Policy](#).

#### **11.04 Retirement Options**

City Councilmembers may be eligible to enter the State of Washington Public Employee Retirement System (PERS) at the beginning of their term. By law, staff is not allowed to recommend benefit or retirement options. Please contact Washington State Department of Retirement Systems (DRS) for more information:

Web site: [www.drs.wa.gov](http://www.drs.wa.gov)      E-mail: [recap@drs.wa.gov](mailto:recap@drs.wa.gov)

#### **11.05 Financial Disclosure**

Candidates for the office of Councilmember must file a financial disclosure statement with the Washington 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 being so appointed. Councilmembers are required to 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 must file the statement for the year that ended on that December 31. Statements filed in any of the above cases will be available for public inspection.

Failure to file or filing a false or incomplete financial disclosure statement, if done knowingly, is a Class 1 Misdemeanor. There are also civil penalties for violations.

# Chapter 12

## Leaving Office

### 12.01 Return of Materials and Equipment

During their service on the City Council, members may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as keys, etc. These items are to be returned to the City at the conclusion of a member's term.

### 12.02 Filling Council Vacancies

The purpose of this section is to provide guidance to the City Council when an Olympia Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled by appointment only until the next regular municipal election is certified.

[OMC 02.04.040](#) (Vacancies—Filling) provides that “in the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember pro tempore to serve in their absence or disability. In the event of an absence resulting from death, resignation, or removal of a Councilmember from office, the remaining members by majority vote shall appoint a qualified person to fill the vacancy until the person elected to serve the remainder of the unexpired term takes office. If thirty (30) days pass after the occurrence of the vacancy and Council is unable to agree upon a person to be appointed to fill a vacancy in the Council, the Mayor may make the appointment from among the persons nominated by members of the Council. If the vacant position is the Mayor's position, the Mayor Pro Tem shall make the appointment from among those persons nominated by the Council, within thirty (30) days after the occurrence of the vacancy if the Council is unable to agree.”

#### A. References

[RCW 42.30.110\(h\)](#) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective office.

[RCW 42.30.060](#) – Prohibition on Secret Ballots.

[RCW 42.12](#) – Vacant Position.

[RCW 35A.13.020](#) – Vacancies – Filling of Vacancies in Council/Manager Form of Government.

#### B. Appointment Process

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in [RCW 42.12.010](#), including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember, and as provided in [OMC 2.24.030](#)

and [2.04.040](#). The Councilmember who is vacating their position cannot participate in the appointment process.

The City Council shall request that the City Manager prepare a recruitment and interview process proposal and scope of work to present to the City Council for discussion and concurrence within a timeline agreed to by a majority of the Council. It has been the past practice of the Olympia City Council to conduct an open call of applications within a specified application timeline, to post all viable applications on the City's website after the close of the application timeline, and to interview all candidates who submit an application that meets the minimum requirements of State law and the Olympia Municipal Code.

If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, [RCW 42.12.070\(4\)](#) delegates appointment powers to the county legislative authority (i.e., the Thurston County Board of County Commissioners).



# Chapter 13

## Additional Training and Resource Materials

### 13.01 Association of Washington Cities Mayor and Council Handbook

<https://wacities.org/> The Association is a voluntary, nonpartisan, nonprofit association comprised of all incorporated cities and towns in Washington.

### 13.02 National League of Cities

[www.nlc.org](http://www.nlc.org) A non-partisan organization serving municipal governments, the NLC works to establish unified policy positions, advocates those policies forcefully, and shares information that strengthens municipal government throughout the nation.

### 13.03 International City/County Management Association

<https://icma.org/> ICMA is a professional and educational association of local government administrators that serves to enhance the quality of local government through professional management and to support and assist professional local government administration. The Association's *Elected Officials Handbook* series can be of great value to Councilmembers. Publications are also available through ICMA concerning every basic city service.

### 13.04 Government Finance Officers Association

[www.gfoa.org](http://www.gfoa.org) GFOA is a professional association of state and local finance officers. The Association administers a broad range of services and programs related to government financial management.

### 13.05 Municipal Research & Services Center of Washington

[www.mrsc.org](http://www.mrsc.org) MRSC is a nonprofit, independent organization created in 1969 to continue programs established in 1934 under the Bureau of Governmental Research at the University of Washington. One of the principal services of MRSC is to respond to inquiries on virtually every facet of local government.

## 13.06 Glossary of Terms

**Adjourn:** to end the meeting

**Agenda:** summarization of items scheduled to be heard and acted upon at a public meeting

**Amend:** to change a motion

**Conflict of interest:** exists when a Councilmember may have a personal interest in the outcome of a Council action. When a substantial conflict of interest exists, a City official must declare such and refrain from participating in or influencing the discussion or vote on the item.

**Consent agenda:** a listing of non-controversial items presented to Council for their collective approval

**Council packet:** a compilation of Council Communications with reports and supporting documentation for items to be considered by Council

**Debate:** discussion about a motion

**Decorum:** behavior that is conducive to carrying on debate in a smooth and orderly manner. To maintain proper decorum and order, the following practices and customs are observed by members of the assembly: (1) confining remarks to the merits of the pending question; (2) refraining from attacking a member's motives; (3) addressing all remarks through the chair; (4) avoiding the use of members' names; (5) refraining from speaking adversely on a prior action not pending; (6) reading from reports, quotations, etc., only with permission; and (7) refraining from disturbing the assembly

**Emergency clause:** a clause added to ordinances or resolutions declaring them to be of more than ordinary public need and necessity and putting them into effect immediately upon adoption. Ordinances and resolutions adopted without the emergency clause go into effect 30 days from the date of adoption.

**Formal action:** an act or direction of the City Council directing things to be done or recorded, but not requiring an ordinance or resolution.

**Germane:** closely related to, or having bearing on, the subject

**In order:** relevant to the business at hand

**Incidental motion:** is a question of procedure that arises out of other motions. An incidental motion must be considered before the other motion. Incidental motions yield to privileged motions and to the motion to table. They are not debatable, except "appeal" and in this case, the presiding officer may submit to the assembly for a decision. Motions of this classification include (listed in order of precedence): (1) point of order; (2) appeal the decision of the chair; (3) suspension of rules; and, (4) parliamentary inquiry

**Main motion:** introduces an item of business to the Council for its consideration. A main motion cannot be made when another motion is before the Council. A main motion yields to privileged, subsidiary and incidental motions.

**Majority:** more than one-half of the members present

**Miscellaneous motions:** not conveniently classified as subsidiary, incidental, or privileged, but which are in common use. These include: (1) take from the table; (2) reconsider; and (3) rescind.

**Motion:** a formal proposal by a member, put to the Council for a decision by vote

**Municipal code:** the codification of general ordinances adopted by Council.

**Ordinance:** an action that has the effect of making or amending or repealing substantive city law

**Parliamentary procedure:** a set of rules for conduct at meetings. It allows everyone to be heard and to make decisions without confusion.

**Point of order:** to raise a question of order. Point of order is pronounced when a member thinks that the rules of the assembly are being violated, thereby calling upon the chair for a ruling and an enforcement of the regular rules.

**Privileged motions:** concern special or important matters not related to pending business. Privileged motions are most urgent and are of highest importance. Such a motion takes precedence over any pending question. Privileged motions are not debatable. They must be concerned with the rights of the assembly as a whole and the rights of each member in relation to the assembly. Privileged motions include the following and are listed in order of precedence: 1) adjourn; (2) recess; (3) question of privilege.

**Protocol:** a code prescribing strict adherence to correct etiquette and precedence

**Quasi-judicial proceedings:** those proceedings in which the City Council is required to make findings based on an evidentiary record. In quasi-judicial proceedings, the City Council sits in a judicial capacity, and is required to make findings based on the evidence and records presented. Examples of quasi-judicial proceedings heard by the City Council include site specific rezones.

**Quorum:** the number of members that must be present for the meeting to be called to order and to conduct business legally. A quorum of the Olympia City Council consists of four members, when all seven Council seats are filled.

**Resolution:** a formal, permanent, or long-standing expression of intent or public policy of the City

**Second:** a verbal signal from a member that they wish Council to consider the proposed motion

**Special meeting:** an unscheduled public meeting of the City Council held to act on an item(s) requiring immediate consideration. Special meetings must be posted 24 hours prior to the time of the meeting in order to be held.

**Subsidiary motion:** changes or affects how the main motion is handled. This motion is voted on before the main motion. Subsidiary motions yield to all privileged and incidental motions and subsidiary motions above it in order of rank: (1) lay on the table (postpone temporarily); (2) the previous question (close debate); (3) limit or extend limits of debate; (4) postpone definitely or to a time certain; (5) commit, refer, or recommit to committee; (6) amend (change or modify a motion); (7) postpone indefinitely (kill a motion)

**Title:** the lead-in paragraph of an ordinance or resolution declaring its purpose. The title appears on the meeting agenda.

**Voting:** how motions are accepted or rejected by the Council

## 13.07 Parliamentary Procedure

### ***Motions***

Business is brought before the council by motions, a formal procedure for taking actions. To make a motion, a councilmember must first be recognized by the mayor. After the councilmember has made a motion (and after the motion is seconded if required), the chair must then restate it or rule it out of order, then call for discussion. Most motions require a second, although there are a few exceptions.

### ***Robert's Rules***

The following summarizes important points from Robert's Rules of Order.

- Only one subject may be before a group at one time. Each item to be considered is proposed as a motion which usually requires a "second" before being put to a vote. Once a motion is made and seconded, the mayor places the question before the council by restating the motion.
- "Negative" motions are generally not permitted. To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down. The exception to this rule is when a governing body is asked to take action on a request and wishes to create a record as to why the denial is justified.
- Only one person may speak at any given time. When a motion is on the floor, an order of speaking is prescribed by Robert's Rules, allowing the mover of a motion to speak first, so that the group understands the basic premise of the motion. The mover is also the last to speak, so that the group has an opportunity to consider rebuttals to any arguments opposing the motion.
- All members have equal rights. Each speaker must be recognized by the moderator prior to speaking. Each speaker should make clear their intent by stating, "I wish to speak for/against the motion" prior to stating arguments.
- Each item presented for consideration is entitled to a full and free debate. Each person speaks once, until everyone else has had an opportunity to speak.
- The rights of the minority must be protected, but the will of the majority must prevail. Persons who don't share the point of view of the majority have a right to have their ideas presented for consideration, but ultimately the majority will determine what the council will or will not do.

### 13.08 Summary of Council Appointed Boards, Committees and Commissions

Board/Committee/Commission	Members	Special Requirements
<p><b>Arts Commission</b>            Forwards recommendations to Council for public art projects and Programs</p>	<p>Majority of members must be residents of the City of Olympia’s Urban Growth Area</p> <p>9 members, 3-year terms</p>	
<p><b>Bicycle &amp; Pedestrian Advisory Committee</b>            Advise Council on encouraging biking and walking, reviews the City’s annual Capital Facilities Plan and make recommendations about bicycle and pedestrian projects in the Plan</p>	<p>Majority of members must be residents of the City of Olympia’s Urban Growth Area</p> <p>9 members, 3-year terms</p>	
<p><b>Civil Service Commission</b>            Considers personnel matters relating to the civil service rules that govern the appointment, promotion, transfer, layoff, recruitment, retention, classification, removal, discipline and welfare of Olympia Police and Fire Departments</p>	<p>Each member must be a resident of the City of Olympia and a registered voter in Thurston County.</p> <p>3 members, 6-year terms</p>	
<p><b>Design Review Board</b>            Review requirements and guidelines in the review of public and private projects through the City and the Olympia urban growth area.</p>	<p>9 members, 3-year terms</p>	<p>2 members must be architects</p>

<b>Board/Committee/Commission</b>	<b>Members</b>	<b>Special Requirements</b>
<p><b>Heritage Commission</b> Advise Council on matters related to the recognition, enhancement and continued use of buildings, sites, districts and objects of historical significance within the City and serve as the City's primary resource in matters of historic preservation</p>	<p>Majority of members must reside in the City of Olympia or Olympia's Urban Growth Area</p> <p>11 members, 3-year terms</p>	<p>4 members must be professionals from fields such as architecture, historic preservation, anthropology, history and law who have experience identifying, evaluating and protecting historic places</p>
<p><b>LEOFF Disability Board</b> Administer State law (RCW 41.26 Law Enforcement Officers and Fire Fighters retirement system) regarding all requests for disability leave, medical and dental treatment, and disability retirement for City of Olympia members of the LEOFF 1 pension system.</p>	<p>5 members</p>	<p>Members consist of the Mayor or Mayor appointee, one Councilmember, one active or retired firefighter representative, one active or retired law enforcement officer representative, and one member of the public-at-large appointed by the remaining members of the Board</p>
<p><b>Lodging Tax Advisory Committee</b> Recommends budget proposals to Council.</p>	<p>Majority of members must reside in the City or Olympia's Urban Growth Area or represent agencies located in Olympia.</p> <p>5 members, 3-year terms</p>	<p>Two members represent businesses required to collect the tax, two members represent activities authorized to be funded by the tax, one member from the City Council who serves as the Chair</p>

<b>Board/Committee/Commission</b>	<b>Members</b>	<b>Special Requirements</b>
<p><b>Parking &amp; Business Improvement Area Board (PBIA)</b> Advisory to Council on how to invest PBIA funds and serves as a communication link between downtown businesses (ratepayers) and the City government</p>	13 members	Members elected annually by the PBIA ratepayers
<p><b>Parks &amp; Recreation Advisory Committee</b> Makes recommendations to Council regarding parks and recreation plans, policies, programs, and projects.</p>	<p>50% of members must reside in the City of Olympia or the City's Urban Growth Area.</p> <p>9 members, 3-year terms</p>	
<p><b>Salary Commission</b> Reviews and establishes the salaries for all seven members of the City Council.</p>	<p>Members must be residents of the City of Olympia, citizens of the United States, and electors of Thurston County</p> <p>5 members, 2-year terms</p>	Appointed by the Mayor and approved by Council
<p><b>Social Justice &amp; Equity Commission</b> Eliminate racism and fulfill human rights for a just and equitable Olympia for all people – responds to discrimination, serves as advisory to Council, guides outreach and education</p>	<p>Members must reside or work in the City of Olympia or Olympia's Urban Growth Area</p> <p>11 members, 3-year terms</p>	



Board/Committee/Commission	Members	Special Requirements
<b>Thurston Community TV Board</b>	1 member, 2-year term	TCTV Board made up of member representatives, community representatives, and jurisdictional representatives from Olympia, Lacey, Tumwater, and Thurston County
<b>Utility Advisory Committee</b> Advises Council, City Manager’s Office, and the Public Works Department on utility policy matters for the City’s four public utilities: Water, Wastewater, Storm and Surface Water, and Waste ReSources	Majority of members must reside in the City of Olympia or Olympia’s Urban Growth Area.  9 members, 3-year terms	

### 13.09 Interagency and Regional Bodies

<b>Interagency and Regional Bodies</b>	<b>Delegate/Alternate</b>	<b>Staff Support</b>
Animal Services	Elected Official	Assigned
Capitol Lake Future Process	Elected Official	Assigned
Communications Board (TCCOM911)	Elected Official	Fire Chief
Downtown Improvement District Advisory Committee	Elected Official	Economic Development Director
Economic Development Council	Elected Official	Economic Development Director
EMSC (Medic 1)	Elected Official/Staff	Assigned
Intercity Transit Authority Board	Elected Official	Public Works Staff
JBLM Rep	Elected Official/Staff	
Law & Justice Council	Elected Official	Assigned
LEOFF I Disability Board	Elected Official	Finance Staff
LOTT Board of Directors	Elected Official	Public Works Staff
Nisqually River Council	Elected Official	Public Works Staff
Olympic Region Clean Air Agency	Elected Official	Assigned
Regional Fire Authority	Elected Official	City Manager
Regional Housing Council	Elected Official	Assigned
Regional Transportation Policy Board (Subcommittee of TRPC)	Elected Official	Public Works Staff
Sea Level Rise Governance Committee	Elected Official	Public Works Staff
Thurston Climate Mitigation	Elected Official	Assigned
Thurston County Solid Waste Advisory Committee (SWAC)	Elected Official	Waste ReSources Director

<b>Interagency and Regional Bodies</b>	<b>Delegate/Alternate</b>	<b>Staff Support</b>
Thurston Regional Planning Council	Elected Official	Community Planning & Development Director
Tribal Relations	Elected Official	City Manager
Visitors and Convention Bureau	City Staff	Economic Development Director
Coalition of Neighborhood Assns.	Elected Official	Community Planning and Development Director
Liaison to The Washington Center	City Staff	Economic Development Director
Lodging Tax Advisory Committee	Elected Official	Economic Development Director
Mayors Forum	Mayor	Assistant to the City Manager
Finance Committee	Elected Officials (3)	Finance Director
Community Livability & Public Safety Committee	Elected Officials (3)	Assistant City Manager
Land Use and Environment Committee	Elected Officials (3)	Community Planning & Development Director
Regional Fire Authority Planning Committee	Elected Officials (3)	Jay Burney

## 13.10 Select Referenced Web Links

### Page 12

Annual Work Plan

[https://cms7files.revize.com/olympia/Document\\_center/Government/City%20manager/2023-City%20Work-Plan.pdf](https://cms7files.revize.com/olympia/Document_center/Government/City%20manager/2023-City%20Work-Plan.pdf)

Optional Municipal Code

<https://apps.leg.wa.gov/rcw/default.aspx?Cite=35a>

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Olympia Municipal Code

[https://www.olympiawa.gov/government/codes\\_plans\\_standards/municipal\\_code.php](https://www.olympiawa.gov/government/codes_plans_standards/municipal_code.php)

City Policies

<https://www.codepublishing.com/WA/Olympia/?policies/OlympiaPolicies05.html&?f>

Comprehensive Plan

[https://cms7.revize.com/revize/olympia/government/codes\\_plans\\_standards/olympia\\_comprehensive\\_plan.php](https://cms7.revize.com/revize/olympia/government/codes_plans_standards/olympia_comprehensive_plan.php)

Capital Facilities Plan

[https://cms7files.revize.com/olympia/Document\\_center/Government/Advisory%20Committees/CFP-adopted-2020-2025.pdf](https://cms7files.revize.com/olympia/Document_center/Government/Advisory%20Committees/CFP-adopted-2020-2025.pdf)

Annual Operating Budget

<https://stories.opengov.com/olympiawa/published/2oRp7k15e>

### Page 14

Annual Financial Report

[https://www.olympiawa.gov/government/budget\\_financial\\_reports.php](https://www.olympiawa.gov/government/budget_financial_reports.php)

### Page 29

Information Services Security Policies

<https://www.codepublishing.com/WA/Olympia/?policies/OlympiaPolicies26.html>

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MRSC's FAQ on Open Public Meetings

<https://mrsc.org/explore-topics/legal/open-government/open-public-meetings-act>.

**Page 58**

Long Term Financial Strategy

[https://cms7files.revize.com/olympia/Document\\_center/Government/City%20Council%20&%20Mayor/Council-Resources/LongTermFinancialStrategy-10.11.23.pdf](https://cms7files.revize.com/olympia/Document_center/Government/City%20Council%20&%20Mayor/Council-Resources/LongTermFinancialStrategy-10.11.23.pdf)

**Page 60**

Guidelines for Local Government Agencies in Election Campaigns

<https://www.pdc.wa.gov/rules-enforcement/guidelines-restrictions/guidelines-local-government-agencies-election-campaigns>

**Page 65**

Code of Ethics for Municipal Officers – Contract Interests

<https://app.leg.wa.gov/rcw/default.aspx?cite=42.23>



# Appendix

## Appendix A: City Procedures

- Advisory Committee/Commission [Rules of Procedures](#)
- [Emergency Management](#)
- Required City Training:
  - [OPMA](#)
  - [Public Records](#)
  - [Cybersecurity](#)
- City Policies:
  - [Compliance with State and Federal Discrimination Laws](#)
  - [Credit/Merchant Card Procedures and Guidelines](#)
  - [Travel](#)
  - [Miscellaneous Expense](#)
  - [Food](#)
  - [Recognition](#)
  - [Technology](#)

## Appendix B: City Master Plans and Strategic Plans

- [Shoreline Master Plan](#)
- [Capital Facilities and 6-Year Financial Plan](#)
- [Transportation Master Plan](#)
- [One Community Plan](#)
- [Climate Mitigation Plan](#)
- [Downtown Strategy](#)
- [Parks Master Plan](#)



## City Council

# Approval of a Resolution Declaring that the City of Olympia Supports the United States Entry into the Treaty To Prohibit Nuclear Weapons

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.E  
**File Number:**23-0956

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**Type:** resolution **Version:** 1 **Status:** Consent Calendar

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### Title

Approval of a Resolution Declaring that the City of Olympia Supports the United States Entry into the Treaty To Prohibit Nuclear Weapons

### Recommended Action

#### Committee Recommendation:

Not referred to a committee.

#### City Manager Recommendation:

Move to approve a Resolution declaring that the City of Olympia supports the United States entry into the Treaty to Prohibit Nuclear Weapons.

### Report

#### Issue:

Whether to approve a Resolution declaring that the City Of Olympia supports the United States Entry into the Treaty to Prohibit Nuclear Weapons.

#### Staff Contact:

Susan Grisham, Assistant to the City Manager, 360.753.8244

#### Presenter(s):

None. Consent Calendar item.

#### Background and Analysis:

The United National Treaty on the Prohibition of Nuclear Weapons (TPNW) was adopted on July 7, 2017, after two rounds of negotiations at the UN General Assembly.

The TPNW was ratified on October 24, 2020, when it was entered into by the 50<sup>th</sup> country, the Republic of Honduras. As a result, the treaty entered into force on January 22, 2021, and nuclear weapons joined the ranks of chemical and biological weapons as weapons of mass destruction prohibited by international law.



The passing of the treaty is a key milestone towards the elimination of nuclear weapons.

The United States has not yet signed or ratified the Treaty on the Prohibition of Nuclear Weapons.

**Climate Analysis:**

This project is not expected to have an impact on greenhouse gas emissions.

**Equity Analysis:**

The use of nuclear weapons is a humanitarian concern. Historically nuclear development, testing, and use have been disproportionately borne by indigenous communities and people of color.

**Neighborhood/Community Interests (if known):**

Each year, Olympia community members bring forward their desire to elevate the topic of nuclear disarmament and to urge the United States to enter into the United Nations Treaty to Prohibit Nuclear Weapons.

**Financial Impact:**

There is no financial impact related to this item.

**Options:**

1. Move to approve a Resolution declaring that the City of Olympia supports the United States entry into the Treaty to Prohibit Nuclear Weapons.
2. Amend and move to approve the recommendations related to standing up an Olympia Youth Council.
3. Take other action.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, DECLARING THAT THE CITY OF OLYMPIA SUPPORTS THE UNITED STATES ENTRY INTO THE TREATY TO PROHIBIT NUCLEAR WEAPONS**

**WHEREAS**, nine nations possess some 15,000 nuclear weapons, most of which are far more destructive than those that killed over 100,000 people in Hiroshima and Nagasaki, Japan in 1945; and

**WHEREAS**, the detonation of even a small number of these weapons would have catastrophic global consequences; and

**WHEREAS**, the threat of nuclear war is growing as nuclear-armed nations expand their arsenals with faster and more accurate weapons and the potential exists for non-nuclear nations to develop their own nuclear arsenals; and

**WHEREAS**, the United States plans to rebuild its entire nuclear arsenal at a cost approaching \$2 trillion over the next three decades; and

**WHEREAS**, the Treaty on the Prohibition of Nuclear Weapons entered into force on January 22, 2021; and

**WHEREAS**, the Treaty on the Prohibition of Nuclear Weapons lessens the dangers of nuclear war and accidents involving nuclear weapons by establishing a norm that de-legitimizes nuclear weapons as instruments of national policy.

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

**Section 1.** The City of Olympia supports the goals of the Treaty on the Prohibition of Nuclear Weapons and encourages the President of the United States to take action needed for the United States to join and ratify the treaty and to pursue policies in compliance with the treaty's provisions.

**Section 2.** A copy of this resolution will be transmitted to the President of the United States and members of Congress representing the State of Washington.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

**Mark Barber**

\_\_\_\_\_  
CITY ATTORNEY



## City Council

# Approval of a Resolution Authorizing a Right-Of-Way Use Agreement with Olympia Coffee Roasting Co.

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.F  
**File Number:**23-0945

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**Type:** resolution **Version:** 1 **Status:** Consent Calendar

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### Title

Approval of a Resolution Authorizing a Right-Of-Way Use Agreement with Olympia Coffee Roasting Co.

### Recommended Action

#### Committee Recommendation:

Not referred to a committee.

#### City Manager Recommendation:

Move to approve a Resolution authorizing a Right-Of-Way Use Agreement with Olympia Coffee Roasting Co.

### Report

#### Issue:

Whether to approve a Resolution authorizing a Right-Of-Way Use Agreement between with Olympia Coffee Roasting Co.

#### Staff Contact:

Andrew Curtis, Engineering Program Specialist, CP&D, 360.753.8181

Mike Reid, Director of Economic Development, City Manager's Office, 360.753.8591

#### Presenter(s):

None - Consent Calendar Item

### Background and Analysis:

Olympia Coffee Roasting Co. is a Washington company doing business at Olympia street address 600 4th Ave East. Olympia Coffee Roasting Co. has requested the continued use of a portion of the adjacent 4th Avenue sidewalk and parklet they constructed in partnership with the PBIA on Cherry Street in 2013.

The City right-of-way is a public resource. Primarily used for transportation and mobility, if space allows, secondary uses may be considered. Though Olympia Coffee Roasting Co. maintains the parklet and sidewalk seating, it is publicly dedicated right-of-way and to use portions of the right-of-

way for commercial purposes, Olympia Coffee Roasting Co. must receive approval from the City through a right-of-way use agreement.

This type of request is becoming more common as downtown development increases. Interest in outdoor dining was growing before the pandemic and during, provided a lifeline by allowing many businesses to remain safely operational. Given substantial space for pedestrian traffic on 4th Avenue and Cherry St, City staff sees no objections to this continued commercial use of the public right-of-way.

Since the pandemic, the Washington State Department of Revenue has reiterated its interest to Washington municipalities in collecting the Leasehold Excise Tax, a tax on the use of public property by a private party, under RCW 82.29A. It is the responsibility of Washington cities to collect this tax on behalf of the State and remit it to the Department of Revenue. This use agreement will serve as a vehicle for compliance with this Washington State Department of Revenue requirement.

The proposed term of the agreement is 4 years, with the City retaining the right to cancel the agreement at the City's convenience. The City would retain access for public and private utility maintenance as needed, and Olympia Coffee Roasting Co. would pay the City \$613.25 each year under the agreement.

**Climate Analysis:**

Planters and inviting, pedestrian-friendly amenities in the public right-of-way, where space allows, make efficient use of limited urban space and has a tangible, positive effect on the climate. This use, strategically applied, adds vibrancy and economic vitality to the downtown core while reducing urban sprawl and offering alternatives to "car-centric" dining.

**Equity Analysis:**

The anchored bench and clustered sidewalk seating on 4th Avenue occupy a portion of the public right-of-way but allow ample room for pedestrian mobility, far exceeding ADA and accessibility guidelines to allow access for mobility challenged populations. Parklet designed to be level with the sidewalk - no gap over gutter - to make it ADA/wheelchair accessible and inclusive.

Also included in the agreement is a non-discrimination clause stipulating Olympia Coffee Roasting Co. not violate any terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or any other applicable federal, state, or local law or regulation regarding non-discrimination.

**Neighborhood/Community Interests (if known):**

The parklet was constructed to City standards and code in 2013 and is regarded as a "model parklet" by other municipal jurisdictions exploring outdoor right-of-way dining policy. Though it occupies what would be a parking space, it provides additional pedestrian public space, visual interest and greenery along Cherry Street.

**Financial Impact:**

The Right-of-Way Use Agreement generates \$613.25 in revenue for the General Fund.

**Options:**

1. Move to approve a Resolution authorizing a Right-Of-Way Use Agreement with Olympia

Coffee Roasting Co., allowing continued use of the parklet and outdoor sidewalk seating.

2. Do not approve the Right-of-Way Use Agreement, which will reduce revenue to the General Fund and requires the owner of Olympia Coffee Roasting Co. to deconstruct and/or remove parklet and outdoor seating. Removal would allow for an additional parking spot on Cherry St. and revenue received thereof.
3. Take other action.

**Attachments:**

Resolution  
Agreement  
Site Plan

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND SEA LEVEL COFFEE, SPC (DOING BUSINESS AS OLYMPIA COFFEE ROASTING CO.) FOR 600 4<sup>TH</sup> AVE E**

**WHEREAS**, there exists within the City of Olympia certain publicly owned right-of-way located at 600 4th Ave E, where Sea Level Coffee, SPC (doing business as Olympia Coffee Roasting Co.) (“OCR”) operates a coffee roaster and coffee shop/cafe. OCR leases premises at that location pursuant to a premises lease agreement (“premises lease”) between OCR, as tenant, and KBJ Investments as landlord; and

**WHEREAS**, the City has determined that use of the right-of-way adjacent to OCR’s leased premises for outdoor cafe seating purposes is consistent with proper permitted use of said right-of-way; and

**WHEREAS**, by a right-of-way use agreement between the City and OCR, the City will permit all of OCR’s use of City right-of-way, so OCR will not be required to obtain or pay for a separate pedestrian interference permit;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

1. The Olympia City Council hereby approves the form of the Right-of-Way Use Agreement between the City of Olympia and Sea Level Coffee, SPC (doing business as Olympia Coffee Roasting Co.) for use of 600 4<sup>th</sup> Ave E and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the Right-of-Way Use Agreement, and any other documents necessary to execute said Agreement, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener’s errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF OLYMPIA  
AND OLYMPIA COFFEE ROASTING CO.**

This RIGHT-OF-WAY USE AGREEMENT is entered into by and between the CITY OF OLYMPIA, a Washington municipal corporation (“City”), and SEA LEVEL COFFEE, SPC, a Washington Social Purpose Corporation, doing business as OLYMPIA COFFEE ROASTING CO (“OCR”). This agreement sets forth the terms and conditions by which OCR is permitted to use certain unopened City right-of-way for specific purposes set forth in this agreement.

**Recitals**

- A. There exists within the City of Olympia certain publicly owned right-of-way located at 600 4th Ave E. This right-of-way is more particularly described below.
- B. OCR does business as a coffee roaster and coffee shop/cafe. OCR leases premises pursuant to a premises lease agreement (“premises lease”) between OCR, as tenant, and KBJ Investments as landlord. The premises leased under the premises lease are located at 600 4th Ave E, Olympia, Washington and legally described as: Section 14 Township 18 Range 2W Plat SWANS ADDITION TO OLYMPIA BLK 4 LT 6-7-8 Document 001/037, tax, assessor number: 78200400600 (leased premises).
- C. City has determined that use of the right-of-way for outdoor cafe seating purposes is consistent with proper permitted use of said right-of-way.
- D. By this agreement, City will permit all of OCR’s use of City right-of-way, so OCR will not be required to obtain or pay for a separate pedestrian interference permit.
- E. The signatories to this agreement are authorized to execute associated documents, to correct legal descriptions, if need be, and to correct scrivener’s errors and other errors or omissions that are otherwise in substantial conformance with this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Olympia Coffee Roasters agree as follows:

**Agreement**

1. **Grant of temporary use.** City hereby grants to OCR the right to temporarily use the right-of-way, as more particularly shown on Exhibit A (“right-of-way use area”), for outdoor cafe seating and other related business purposes, on the terms set forth in this agreement. The right-of-way use area is legally described as follows:

(Section 14 Township 18 Range 2W Plat SWANS ADDITION TO OLYMPIA BLK 4 LT 6-7-8  
Document 001/037.)

2. **Term.** This agreement is effective the date of last signature below (which is the "effective date"). The term of this agreement is four years from the effective date, unless it is terminated earlier pursuant to this paragraph. City may terminate this agreement for any reason, at its sole discretion, by providing 120 days' written notice of termination to OCR as provided in Section 9, below.

3. **Consideration.** OCR shall every year pay to City the annual rent identified in this paragraph, plus leasehold excise tax, if applicable. For the first year, annual rent is Two Dollars and Seventy-Five Cents (\$2.75), per square foot of public right-of-way occupied, totaling 223 square feet, for a total amount of **Six Hundred Thirteen Dollars and Twenty-Five Cents** (\$613.25), plus leasehold excise tax, if applicable, which is due in full prior to the effective date. In each subsequent year, annual rent is due October 1 and is equal to the previous year's annual rent, increased by four percent. Except for the first year, the annual rent may be paid in two equal installments of 50 percent of the annual rent, due on October 1 and April 1. Annual rent will be proportionately pro-rated or reimbursed if this agreement is terminated within any year prior to July 1.

4. **Use of Right-of-Way.** OCR may, at its own expense, construct and maintain outdoor seating and related facilities ("seating facilities") on the right-of-way use area and shall, at its own expense, maintain any and all seating facilities in good repair. City is not liable for any of OCR's costs or expenses of construction, maintenance, or otherwise of the seating facilities by reason of this agreement. OCR may impose restrictions on the use of the seating facilities, including limiting the public use to be made of the seating facilities, subject to Section 5 below. Upon termination of this agreement, OCR shall remove any and all seating facilities installed in the right-of-way use area and restore the right-of-way use area to the condition it was in as of the effective date, including taking all necessary action to ensure that the right-of-way use area is fully open for City and public use. This obligation to remove any and all seating facilities installed in the right-of-way use area and restore the right-of-way use area survives termination of this agreement.

5. **Nondiscrimination.**

A. In exercising its rights under this agreement, OCR and OCR's owners, employees, and agents shall not discriminate against any person because of status protected from discrimination by law, including but not limited to sex, age (except minimum age and retirement provisions), race, color, creed, national origin, marital status, veteran status, sexual orientation, or the presence of any disability, including sensory, mental or physical handicaps; provided, however, that the prohibition against discrimination in employment because of disability does not apply if the particular disability prevents the performance of the essential functions required of the position. This requirement applies, but is not limited, to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. OCR shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or any other applicable federal, state, or local law or regulation regarding non-discrimination. Any material violation of this provision is grounds for termination of this agreement by City and, in the case of OCR breach, may result in ineligibility for further City agreements.



B. In the event of OCR noncompliance or refusal to comply with the above nondiscrimination requirements, this agreement may be immediately terminated in whole or in part, and OCR may be declared ineligible for further contracts with City. OCR, will, however, be given a reasonable time in which to correct this noncompliance.

C. To assist City in determining compliance with the above nondiscrimination requirements, OCR must complete and return the Statement of Compliance with Non-Discrimination attached as Exhibit "B."

6. **Utilities.** City may construct underground utilities through the entire length and breadth of the right-of-way use area, but shall, upon completion of any such construction that may occur during the term of this agreement, restore the site to the condition created by OCR without cost to OCR.

7. **Assignment.** OCR may not assign this agreement without the prior written consent of City.

8. **Hold Harmless, Indemnification, and Insurance.** OCR shall defend, indemnify, and hold City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with activities or operations performed by OCR or on OCR's behalf as a result of this agreement, except for injuries and damages caused by the sole negligence of City.

Should a court with jurisdiction determine that RCW 4.24.115 applies to this agreement, then OCR shall defend, indemnify, and hold City, its officers, officials, employees, and volunteers harmless to the maximum extent permitted thereunder. It is further specifically and expressly understood that the indemnification provided herein constitutes OCR waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. **This waiver has been mutually negotiated by the parties.** The provisions of this section survive the expiration or termination of this agreement.

A. **Insurance Term.** OCR shall procure and maintain for the duration of this agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on OCR behalf in connection with this agreement.

B. **No Limitation.** OCR maintenance of insurance as required by this agreement may not be construed to limit the liability of OCR to the coverage provided by such insurance, or otherwise limit City's recourse to any remedy available at law or in equity.

C. **Minimum Scope of Insurance.** OCR shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance must be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and must cover liability arising from operations, products-completed operations, and stop-gap liability. There may be no exclusion for liability arising from

explosion, collapse, or underground property damage. City must be named as an additional insured under OCR's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 13 or a substitute endorsement providing at least as broad coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage must be at least as broad as Insurance Services Office (ISO) form CA 00 01.

D. **Minimum Amounts of Insurance.** OCR shall maintain the following insurance limits:

1. Commercial General Liability insurance must be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
3. OCR shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of not less than \$1,000,000 per occurrence if the User is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages. City is to be named as an additional insured on the Liquor Liability insurance.
4. If each occurrence or products-completed are only \$1,000,000, then shall also procure an Umbrella or Excess Liability policy for \$1,000,000 to meet the limits requirement.
5. The certificate must list City as: "City of Olympia is added as additionally insured." And include an additional insured endorsement form ISO CG 2012 or at least as broad as equivalent.

E. **Other Insurance Provision.** OCR Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain, that they are primary insurance as respects City. Any insurance, self-insurance, or self-insured pool coverage maintained by City is excess of OCR's insurance and does not contribute with it.

F. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. **Verification of Coverage.** OCR shall furnish City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of OCR before entering into this agreement.

H. **Notice of Cancellation.** OCR shall provide City with written notice of any policy cancellation, within two business days of its receipt of such notice.

I. **Failure to Maintain Insurance.** Failure on the part of OCR to maintain the insurance as required is a material breach of this agreement, upon which City may, after giving five business days' notice to OCR to correct the breach, immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand.

J. **Public Entity Full Availability of Permittee Limits.** If OCR maintains higher insurance limits than the minimums shown above, City is insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by OCR, irrespective of whether such limits maintained by OCR are greater than those required by this agreement or whether any certificate of insurance furnished to City evidences limits of liability lower than those maintained by OCR.

9. **Notices.** Unless applicable law requires a different method of giving notice, any and all notices, demands, or other communications required or desired to be given hereunder by a party (collectively "Notices") must be in writing and must be validly given or made to another party if delivered either personally or by Federal Express (FedEx), UPS, USPS, or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it must be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express (FedEx) or other overnight delivery service of recognized standing, it must be deemed given 24 hours after the deposit thereof with such delivery service. If such Notice is mailed as provided in this section, such must be deemed given 48 hours after the deposit thereof in the United States mail. Each such Notice must be deemed given only if properly addressed to the party to whom such notice is to be given as follows:

To: Olympia Coffee Roasting Co.                      Oliver Stormshak  
Co-Owner and CEO  
600 4<sup>th</sup> Ave E  
Olympia, WA 98501  
Email: [oliver@olympiacoffeeroasting.com](mailto:oliver@olympiacoffeeroasting.com)

To City of Olympia:                                      Steven J. Burney  
Olympia City Manager  
601 4<sup>th</sup> Avenue East  
PO Box 1967  
Olympia, WA 98507-1967  
Email: [jburney@ci.olympia.wa.us](mailto:jburney@ci.olympia.wa.us)

With a copy to:    Legal Department  
Olympia City Attorney  
601 4<sup>th</sup> Avenue East  
PO Box 1967  
Olympia, WA 98507-1967  
Email: [mbarber@ci.olympia.wa.us](mailto:mbarber@ci.olympia.wa.us)

Any party hereto may change its address for the purpose of receiving notices as provided in this section by a written notice given in the manner aforesaid to the other party hereto.

10. **Event of Default.** In the event of a default under this agreement by OCR, City may, in addition to all other remedies, seek monetary damages and specific performance of OCR obligations under this agreement.

11. **Applicable Law.** This agreement is governed by the laws of the State of Washington.

12. **Further Assurances.** Each of the Parties shall execute and deliver any and all additional papers, documents, and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations under this agreement to carry out the intent of the parties.

13. **Modification or Amendment or Waivers.** No amendment, change, or modification of this agreement is valid, unless in writing and signed by both of the parties. No waiver of any breach or covenant or provision in this agreement is a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this agreement. No extension of time for performance of any obligation or act may be deemed an extension of the time for performance of any other obligation or act.

14. **Entire Agreement.** This agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings, or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this agreement to any person, firm, or corporation other than the Parties executing this agreement.

15. **Construction.** Captions are solely for the convenience of the Parties and are not a part of this agreement. This agreement may not be construed as if it had been prepared by one of the Parties, but rather as if both parties had prepared it.

16. **Attorneys' Fees and Costs.** Should either Party bring suit to enforce this agreement, the prevailing party in such lawsuit is entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

17. **Partial Invalidity.** If any term or provision of this agreement or the application thereof to any person or circumstance is, to any extent, held to be invalid or unenforceable, the remainder of this agreement, or the application of such term or provision to persons or circumstances other than those held invalid or unenforceable, are not affected thereby; and each such term and provision of this agreement is valid and may be enforced to the fullest extent permitted by law.

18. **Time.** Time is of the essence of every provision of this agreement.

**\*\*SIGNATURES ON FOLLOWING PAGES\*\***

**City of Olympia**, a Washington municipal corporation

By: \_\_\_\_\_  
Steven J. Burney  
City Manager

Date: \_\_\_\_\_

Approved as to form:

Michael M. Young  
Deputy City Attorney

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF THURSTON    )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023 before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Steven J. Burney, to me known to be the City Manager of the City of Olympia, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

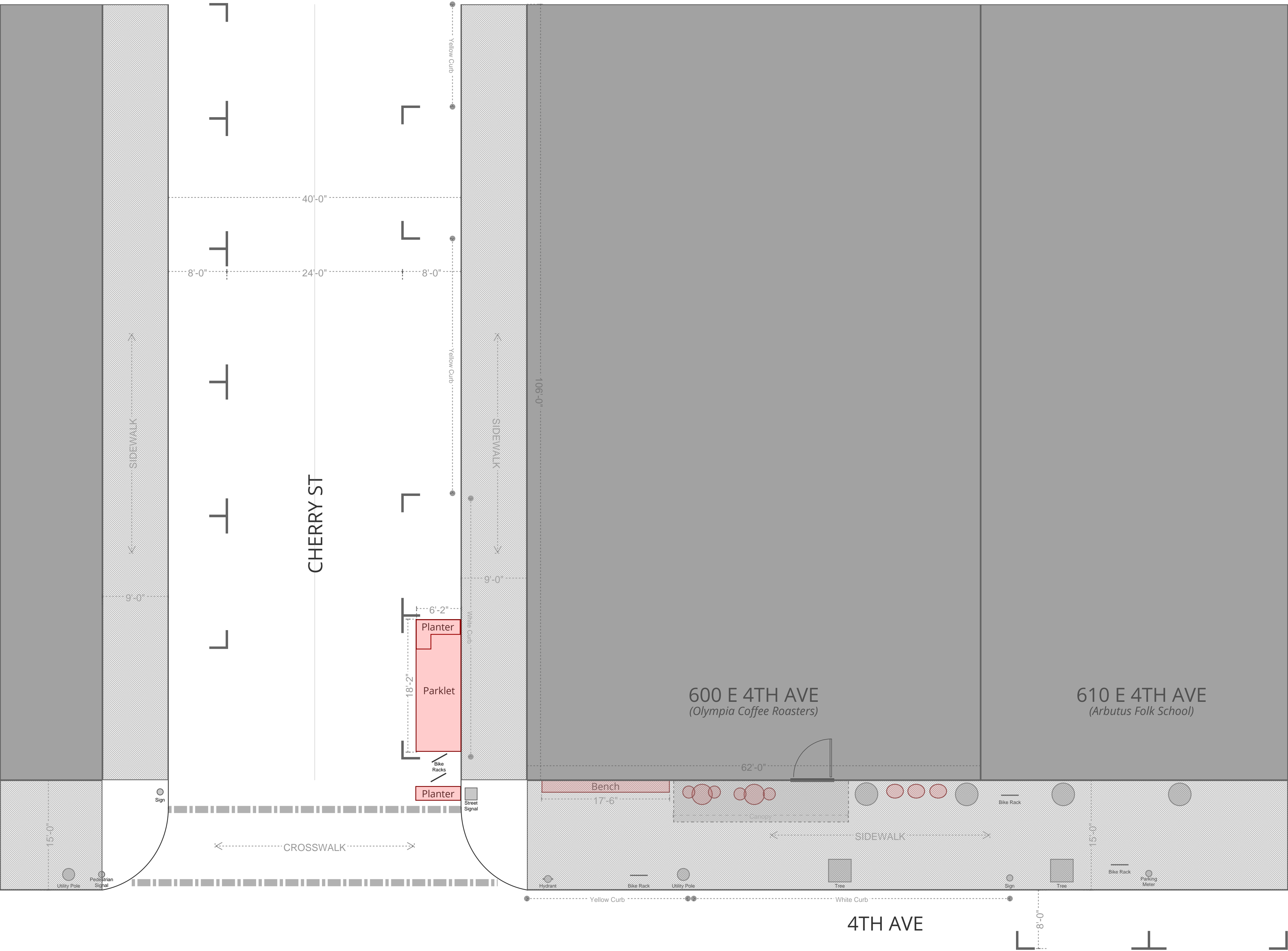
WITNESS my hand and official seal the day and year first above written.

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_



EXHIBIT A

ALLEY



CHERRY ST

600 E 4TH AVE  
*(Olympia Coffee Roasters)*

610 E 4TH AVE  
*(Arbutus Folk School)*

4TH AVE

SIDEWALK

SIDEWALK

SIDEWALK

CROSSWALK

Planter

Parklet

Planter

Bench

Bike Rack

Bike Rack

Parking Meter

Yellow Curb

White Curb

Sign

Pedestrian Signal

Street Signal

Hydrant

Bike Rack

Utility Pole

Tree

Sign

Tree

15'-0"

9'-0"

8'-0"

24'-0"

8'-0"

40'-0"

106'-0"

6'-2"

18'-2"

9'-0"

62'-0"

17'-6"

15'-0"

8'-0"

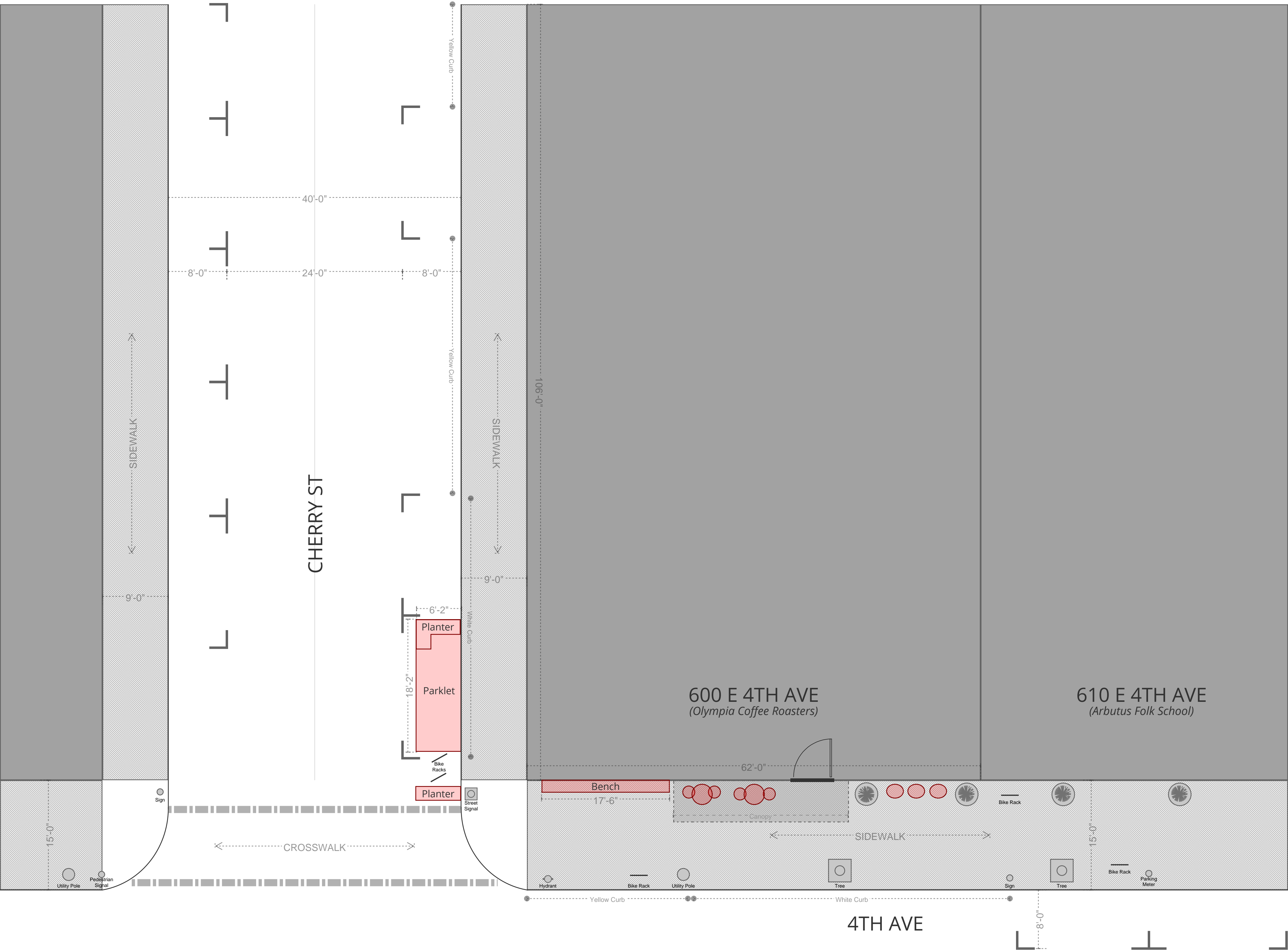
ALLEY

CHERRY ST

600 E 4TH AVE  
*(Olympia Coffee Roasters)*

610 E 4TH AVE  
*(Arbutus Folk School)*

4TH AVE







## City Council

### Approval of a Resolution Authorizing a Right-Of-Way Use Agreement with Well 80 Real Estate, LLC.

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.G  
**File Number:**23-0946

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**Type:** resolution   **Version:** 1   **Status:** Consent Calendar

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#### **Title**

Approval of a Resolution Authorizing a Right-Of-Way Use Agreement with Well 80 Real Estate, LLC.

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve a Resolution authorizing a Right-Of-Way Use Agreement with Well 80 Real Estate, LLC.

#### **Report**

##### **Issue:**

Whether to approve a Resolution authorizing a Right-Of-Way Use Agreement with Well 80 Real Estate, LLC.

##### **Staff Contact:**

Andrew Curtis, Engineering Program Specialist, CP&D, 360.753.8181

Mike Reid, Director of Economic Development, City Manager's Office, 360.753.8591

##### **Presenter(s):**

None - Consent Calendar Item

#### **Background and Analysis:**

Well 80 Real Estate, LLC (Well 80) is the owner of Lot 6, Block 53 of Sylvester Town of Olympia (street address of 514 4<sup>th</sup> Avenue E). Well 80 has requested the continued use of the adjacent north-south alley and portion of 4<sup>th</sup> Avenue sidewalk for commercial outdoor seating and food/beverage service.

While Well 80 holds the underlying fee ownership of the alley, the City typically controls and maintains the alley and sidewalk as publicly dedicated right-of-way. In order to continue to use the alley and portion of the sidewalk for commercial purposes, Well 80 must receive approval from the City through a Right-Of-Way Use Agreement.

This north-south alley is not used for solid waste collection or deliveries and is not useable for other vehicle traffic. City utilities are located behind Well 80 in the east-west alley.

If approved, this would be the second 4-year agreement the City has entered into with Well 80. The first 4-year “pilot” term was considered successful. Since then, additional guidelines and policy have been developed concerning the commercial use of public right-of-way and has led City staff to consider new strategies to achieve heightened economic vitality, cleanliness and public safety in the downtown core.

Given safety concerns and clean-up service costs associated with maintaining underutilized downtown alleys such as this one, the City seeks to incentivize this commercial use or “stewardship” of applicable alleys by providing businesses a credit against the right-of-way lease rent. This is being called a “Clean Alley Credit.”

Following review, staff believes that the proposed use by Well 80 is a viable recipient of this credit with certain conditions as outlined in the proposed Right-of-Way Use Agreement. The proposed term of the agreement is 4 years, with the City retaining the right to cancel the agreement at the City’s convenience. The City would retain access for public and private utility maintenance as needed, and Well 80 would pay the City \$778.25 each year under the agreement.

Since the pandemic, the Washington State Department of Revenue has reiterated its interest to Washington municipalities in collecting the Leasehold Excise Tax, a tax on the use of public property by a private party, under RCW 82.29A. It is the responsibility of Washington cities to collect this tax on behalf of the State and remit it to the Department of Revenue. This use agreement will serve as a vehicle for compliance with this Washington State Department of Revenue requirement.

**Climate Analysis:**

Inviting, pedestrian-friendly amenities in the public right-of-way, where space allows, make efficient use of limited urban space and has a tangible, positive effect on the climate. This use, strategically applied, adds vibrancy and economic vitality to the downtown core while reducing urban sprawl and offering alternatives to “car-centric” dining.

**Equity Analysis:**

The anchored fixtures in the alley and sidewalk seating on 4th Avenue occupy a portion of the public right-of-way but allow ample room for pedestrian mobility, both inside the agreement use area and out, exceeding ADA and accessibility guidelines to allow inclusivity and access for mobility challenged populations.

Also included in the agreement is a non-discrimination clause stipulating WELL 80 not violate any terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or any other applicable federal, state, or local law or regulation regarding non-discrimination.

**Neighborhood/Community Interests (if known):**

The alley is not currently usable for vehicle traffic due to above surface utility equipment within the travel way. The east-west alley within the Block allows for building and solid waste collection access. Prior to Well 80’s use of the alley, residents in the apartments at 512 4th Avenue E expressed

concerns with pedestrian traffic and nighttime activity in the open alleyway.

**Financial Impact:**

The Right-of-Way Use Agreement generates \$778.25 in revenue for the General Fund.

**Options:**

1. Move to approve a Resolution authorizing a Right-Of-Way Use Agreement with Well 80 Real Estate, LLC.
2. Do not approve the Right-of-Way Use Agreement.
3. Take other action.

**Attachments:**

Resolution  
Agreement  
Site Plan

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND WELL 80 REAL ESTATE, LLC**

**WHEREAS**, there exists within the City of Olympia certain publicly owned right-of-way located at 514 Fourth Avenue East and a ten-foot wide platted alley right-of-way running north-south between Lots 6 and 7, Block 53, of Sylvester Town of Olympia, Washington. The alley is located northerly of 4th Avenue and southerly of State Avenue. This right-of-way is more particularly described as set forth below; and

**WHEREAS**, Well 80 is a developer of a private building and the owner of the underlying fee title of said alley right-of-way. Well 80 operates a restaurant and brewery at this premises. Well 80 seeks Olympia's permission to use sidewalk and alley right-of-way for outdoor restaurant seating and other business uses. The premises are located at 514 Fourth Avenue East, Olympia, Washington and legally described as: Section 14 Township 18 Range 2W Quarter NW SE Plat SYLVESTER TOWN OF OLYMPIA BLK 53 LT 6, LESS W6F Document 1/14, tax assessor number: 78505300600; and

**WHEREAS**, The City has determined that use of the right-of-way for outdoor restaurant seating purposes is consistent with proper permitted use of said right-of-way; and

**WHEREAS**, per Olympia Municipal Code Section 3.16.020.C, it is necessary for the City Council to approve the terms and conditions of the Right-of-Way Use Agreement between the City and WELL 80 Real Estate, LLC; and

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

- 1 The Olympia City Council hereby approves the form of Right-of-Way Use Agreement between the City of Olympia and WELL 80 Real Estate, LLC and the terms and conditions contained therein.
- 2 The City Manager is authorized and directed to execute the Right-of-Way Use Agreement on behalf of the City of Olympia, and any other documents necessary to execute said Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Agreement, or to correct any scrivener's errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**RIGHT-OF-WAY USE AGREEMENT BETWEEN THE CITY OF OLYMPIA  
AND WELL 80 REAL ESTATE, LLC**

This RIGHT-OF-WAY USE AGREEMENT (“ROW use agreement”) is entered into by and between the CITY OF OLYMPIA, a Washington municipal corporation (“City”), and WELL 80 REAL ESTATE, LLC, a Washington limited liability company, (“Well 80”), and jointly referred to as “the Parties.” This ROW use agreement sets forth the terms and conditions by which Well 80 is permitted to use certain unopened City right-of-way for specific purposes set forth herein.

**Recitals**

- A. There exists within the City of Olympia a certain premises at 514 Fourth Avenue East and a ten-foot wide platted alley right-of-way running north-south between Lots 6 and 7, Block 53, of Sylvester Town of Olympia, Washington. The alley is located northerly of 4th Avenue and southerly of State Avenue. This right-of-way is more particularly described as set forth below.
- B. Well 80 is a developer of a private building and the owner of the underlying fee title of said alley right-of-way. Well 80 seeks Olympia’s permission to use sidewalk and alley right-of-way for outdoor restaurant seating and other business uses. The premises are located at 514 Fourth Avenue East, Olympia, Washington and legally described as: Section 14 Township 18 Range 2W Quarter NW SE Plat SYLVESTER TOWN OF OLYMPIA BLK 53 LT 6, LESS W6F Document 1/14, tax assessor number: 78505300600.
- C. The City has determined that use of the right-of-way for outdoor restaurant seating purposes is consistent with proper permitted use of said right-of-way.
- D. By this ROW use agreement, City will permit all of Well 80’s use of City right-of-way, so Well 80 will not be required to obtain or pay for a separate pedestrian interference permit.
- E. The signatories to this ROW use agreement are authorized to execute associated documents, to correct legal descriptions, if need be, and to correct scrivener’s errors and other errors or omissions that are otherwise in substantial conformance with this ROW use agreement.
- F. NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this ROW use Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Well 80 agree as follows:

**Agreement**

1. **Grant of temporary use.** City hereby grants to Well 80 the right to temporarily use the right-of-way, as more particularly shown on Exhibit A (“right-of-way use area”), for outdoor restaurant seating and other related business purposes, on the terms set forth in this ROW use agreement. The right-of-way use area is legally described as follows:

(Section 14 Township 18 Range 2W Quarter NW SE Plat SYLVESTER TOWN OF OLYMPIA BLK 53 LT 6, LESS W6F Document 1/14.)

2. **Term.** This ROW use agreement is effective the date of last signature below (which is the "effective date"). The term of this ROW use agreement is four years from the effective date, unless it is terminated or terminates earlier pursuant to this paragraph. The City may terminate this ROW use agreement for any reason, at its sole discretion, by providing 120 days' written notice of termination to Well 80 as provided in Section 9, below.

3. **Consideration.** Well 80 shall every year pay to City the annual rent identified in this paragraph, plus leasehold excise tax, if applicable. For that portion of the rent that is Clean Alley Credit eligible, the credit offsets against the total annual rent due. For the first year, annual rent is Seven Hundred and Seventy-Eight dollars and Twenty-Five cents (\$778.25) – precredit total of (\$4,078.25), minus Clean Alley Credit of (\$3,300) -- which is due in full prior to the effective date. The annual rent includes Clean Alley Credit of \$3,300. In each subsequent year, annual rent is due October 1 and is equal to the previous year's annual rent, increased by four percent. Except for the first year, the annual rent may be paid in two equal installments of 50 percent of the annual rent, due on October 1 and April 1. Annual rent will be proportionately pro-rated or reimbursed if this ROW use agreement is terminated within any year prior to July 1.

Well 80 is receiving a Clean Alley Credit in exchange for accepting the obligation to maintain the alley in a clean condition as follows: Well 80 shall maintain the alley to a level of cleanliness at least that of how it maintains its own premises, free of litter and debris, with all surfaces free of graffiti, stickers, and signs, except those posted by Well 80 in the course of its business. Well 80 shall address any deviance from this standard within one business day. Well 80 is solely responsible for any and all costs of meeting this obligation to maintain the cleanliness of the alley.

4. **Use of Right-of-Way.** WELL 80 may, at its own expense, construct and maintain outdoor seating and related facilities ("seating facilities") on the right-of-way use area and shall, at its own expense, maintain any and all seating facilities in good repair. The City is not liable for any of WELL 80 costs or expenses of construction, maintenance, or otherwise of the seating facilities by reason of this ROW use agreement. WELL 80 may impose restrictions on the use of the seating facilities, including limiting the public use to be made of the seating facilities, subject to Section 5 below. Upon termination of the ROW use agreement, WELL 80 shall remove any and all seating facilities installed in the right-of-way use area and restore the right-of-way use area to the condition it was in as of the effective date, including taking all necessary action to ensure that the right-of-way use area is fully open for City and public use. This obligation to remove any and all seating facilities installed in the right-of-way use area and restore the right-of-way use area survives termination of this ROW use agreement.

5. **Nondiscrimination.**

A. In exercising its rights under this ROW use agreement, WELL 80 and Well 80's owners, employees, and agents shall not discriminate against any person because of status protected from discrimination by law, including but not limited to sex, age (except minimum age and retirement

provisions), race, color, creed, national origin, marital status, veteran status, sexual orientation, or the presence of any disability, including sensory, mental or physical handicaps; provided, however, that the prohibition against discrimination in employment because of disability does not apply if the particular disability prevents the performance of the essential functions required of the position. This requirement applies, but is not limited to, the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. WELL 80 shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or any other applicable federal, state, or local law or regulation regarding non-discrimination. Any material violation of this provision is grounds for termination of this agreement by City and, in the case of WELL 80 breach, may result in ineligibility for further City agreements.

B. In the event of WELL 80's noncompliance or refusal to comply with the above nondiscrimination requirements, this ROW use agreement may be immediately rescinded, canceled, or terminated in whole or in part, and WELL 80 may be declared ineligible for further contracts with City. WELL 80, will, however, be given a reasonable time in which to correct this noncompliance.

C. To assist City in determining compliance with the above nondiscrimination requirements, WELL 80 must complete and return the Statement of Compliance with Non-Discrimination attached as Exhibit "B."

6. **Utilities.** The City may construct underground utilities through the entire length and breadth of the right-of-way use area, but shall, upon completion of any such construction that may occur during the term of this ROW use agreement, restore the site to the condition created by WELL 80 without cost to WELL 80.

7. **Assignment.** WELL 80 may not assign this ROW use agreement without the prior written consent of the City.

8. **Hold Harmless, Indemnification, and Insurance.** WELL 80 shall defend, indemnify, and hold City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with activities or operations performed by WELL 80 or on Well 80's behalf as a result of this ROW use agreement, except for injuries and damages caused by the sole negligence of City.

Should a court of competent jurisdiction determine that RCW 4.24.115 applies to this ROW use agreement, then WELL 80 shall defend, indemnify, and hold City, its officers, officials, employees, and volunteers harmless to the maximum extent permitted thereunder. It is further specifically and expressly understood that the indemnification provided in this section constitutes WELL 80 waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. **This waiver has been mutually negotiated by the parties.** The provisions of this section survive the expiration or termination of this ROW use agreement.

A. **Insurance Term.** WELL 80 shall procure and maintain for the duration of this ROW use agreement insurance against claims for injuries to persons or damage to property which may

arise from or in connection with operations or activities performed by WELL 80, or on Well 80's behalf, in connection with this ROW use agreement.

B. **No Limitation.** WELL 80 maintenance of insurance as required by this ROW use agreement may not be construed to limit the liability of Well 80 to the coverage provided by such insurance, or otherwise limit City's recourse to any remedy available at law or in equity.

C. **Minimum Scope of Insurance.** WELL 80 shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance must be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and must cover liability arising from operations, products-completed operations, and stop-gap liability. There may be no exclusion for liability arising from explosion, collapse, or underground property damage. City must be named as an additional insured under WELL 80's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 13 or a substitute endorsement providing at least as broad coverage.
2. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage must be at least as broad as Insurance Services Office (ISO) form CA 00 01.

D. **Minimum Amounts of Insurance.** WELL 80 shall maintain the following insurance limits:

1. Commercial General Liability insurance must be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
3. Well 80 shall procure and maintain for the duration of the Agreement Liquor Liability insurance in the amount of not less than \$1,000,000 per occurrence. City must be named as an additional insured on the Liquor Liability insurance.
4. If each occurrence or products-completed are only \$1,000,000, then Well 80 shall also obtain an Umbrella or Excess Liability policy for \$1,000,000 to meet the limits requirement.
5. The certificate must list the City as: "City of Olympia is added as additionally insured." And include an additional insured endorsement form ISO CG 2012 or at least as broad as equivalent.

E. **Other Insurance Provision.** WELL 80's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain, that they are primary insurance as respects



City. Any insurance, self-insurance, or self-insured pool coverage maintained by City is excess of WELL 80 insurance and may not contribute with it.

F. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. **Verification of Coverage.** WELL 80 shall furnish City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of WELL 80 before entering into this ROW use agreement.

H. **Notice of Cancellation.** WELL 80 shall provide City with written notice of any policy cancellation, within two business days of its receipt of such notice.

I. **Failure to Maintain Insurance.** Failure on the part of WELL 80 to maintain the insurance as required constitutes a material breach of this ROW use agreement, upon which City may, after giving five business days' notice to WELL 80 to correct the breach, immediately terminate this ROW use agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand.

J. **Public Entity Full Availability of Permittee Limits.** If WELL 80 maintains higher insurance limits than the minimums shown above, City is insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by WELL 80, irrespective of whether such limits maintained by WELL 80 are greater than those required by this ROW use agreement or whether any certificate of insurance furnished to City evidences limits of liability lower than those maintained by WELL 80.

9. **Notices.** Unless applicable law requires a different method of giving notice, any and all notices, demands, or other communications required or desired to be given under or related to this Agreement by a party (collectively "Notices") must be in writing and must be validly given or made to another party if delivered either personally or by Federal Express (FedEx), UPS, USPS, or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it must be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express (FedEx) or other overnight delivery service of recognized standing, it must be deemed given 24 hours after the deposit thereof with such delivery service. If such Notice is mailed as provided in this section, such must be deemed given 48 hours after the deposit thereof in the United States mail. Each such Notice must be deemed given only if properly addressed to the party to whom such notice is to be given as follows:

To: Well 80

Robert Knudson  
Well 80 Real Estate, LLC Manager  
716 Plum Street S  
Olympia, WA 98501  
Email: [Rknudson@casamiarestaurants.com](mailto:Rknudson@casamiarestaurants.com)

To City of Olympia:

Steven J. Burney  
Olympia City Manager  
601 4<sup>th</sup> Avenue East  
PO Box 1967  
Olympia, WA 98507-1967  
Email: [jburney@ci.olympia.wa.us](mailto:jburney@ci.olympia.wa.us)

With a copy to:

Legal Department  
Olympia City Attorney  
601 4<sup>th</sup> Avenue East  
PO Box 1967  
Olympia, WA 98507-1967  
Email: [mbarber@ci.olympia.wa.us](mailto:mbarber@ci.olympia.wa.us)

Any party hereto may change its address for the purpose of receiving notices as provided in this section by a written notice given in the manner aforesaid to the other party hereto.

10. **Event of Default.** In the event of a default under this ROW use agreement by WELL 80, City may, in addition to all other remedies, seek monetary damages and specific performance of WELL 80 obligations under this ROW use agreement.

11. **Applicable Law.** This ROW use agreement is governed by the laws of the State of Washington.

12. **Further Assurances.** Each of the Parties shall execute and deliver any and all additional papers, documents, and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations under this ROW use agreement to carry out the intent of the parties.

13. **Modification or Amendment or Waivers.** No amendment, change, or modification of this ROW use agreement is valid, unless in writing and signed by both of the parties. No waiver of any breach or covenant or provision in this ROW use agreement is a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this ROW use agreement. No extension of time for performance of any obligation or act may be deemed an extension of the time for performance of any other obligation or act.

14. **Entire Agreement.** This ROW use agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings, or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this ROW use agreement to any person, firm, or corporation other than the Parties executing this ROW use agreement.

15. **Construction.** Captions are solely for the convenience of the Parties and are not a part of this ROW use agreement. This ROW use agreement may not be construed as if it had been prepared by one of the Parties, but rather as if both parties had prepared it.

16. **Attorneys' Fees and Costs.** Should either Party bring suit to enforce this ROW use agreement, the prevailing party in such lawsuit is entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

17. **Partial Invalidity.** If any term or provision of this ROW use agreement or the application thereof to any person or circumstance is, to any extent, held to be invalid or unenforceable, the remainder of this ROW use agreement, or the application of such term or provision to persons or circumstances other than those held invalid or unenforceable, are not affected thereby; and each such term and provision of this ROW use agreement is valid and may be enforced to the fullest extent permitted by law.

18. **Time.** Time is of the essence of every provision of this ROW use agreement.

**\*\*\*SIGNATURES ON FOLLOWING PAGES\*\*\***

**City of Olympia**, a Washington municipal corporation

By: \_\_\_\_\_  
Steven J. Burney  
City Manager

Date: \_\_\_\_\_

Approved as to form:

Michael M. Young  
Deputy City Attorney

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF THURSTON    )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023 before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Steven J. Burney, to me known to be the City Manager of the City of Olympia, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_

WELL 80 REAL ESTATE, LLC

By: \_\_\_\_\_  
Robert Knudson  
Managing Member

Date: \_\_\_\_\_

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF THURSTON    )

On the \_\_\_\_ day of \_\_\_\_\_, 2023, before me personally appeared \_\_\_\_\_, to me known to be a \_\_\_\_\_, a \_\_\_\_\_, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said limited liability company for the uses and purposes therein mentioned and on oath states he/she is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_

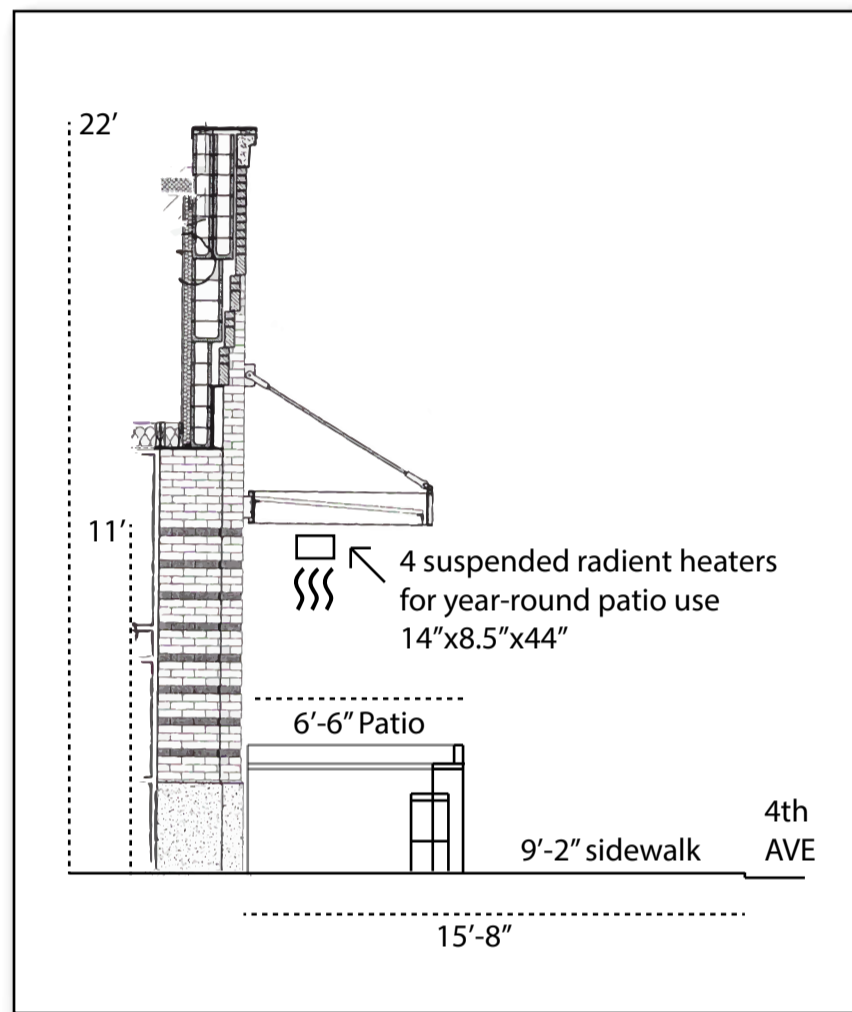
EXHIBIT A  
WELL 80 BREWHOUSE  
514 4th AVE

Right-of-Way Use Area

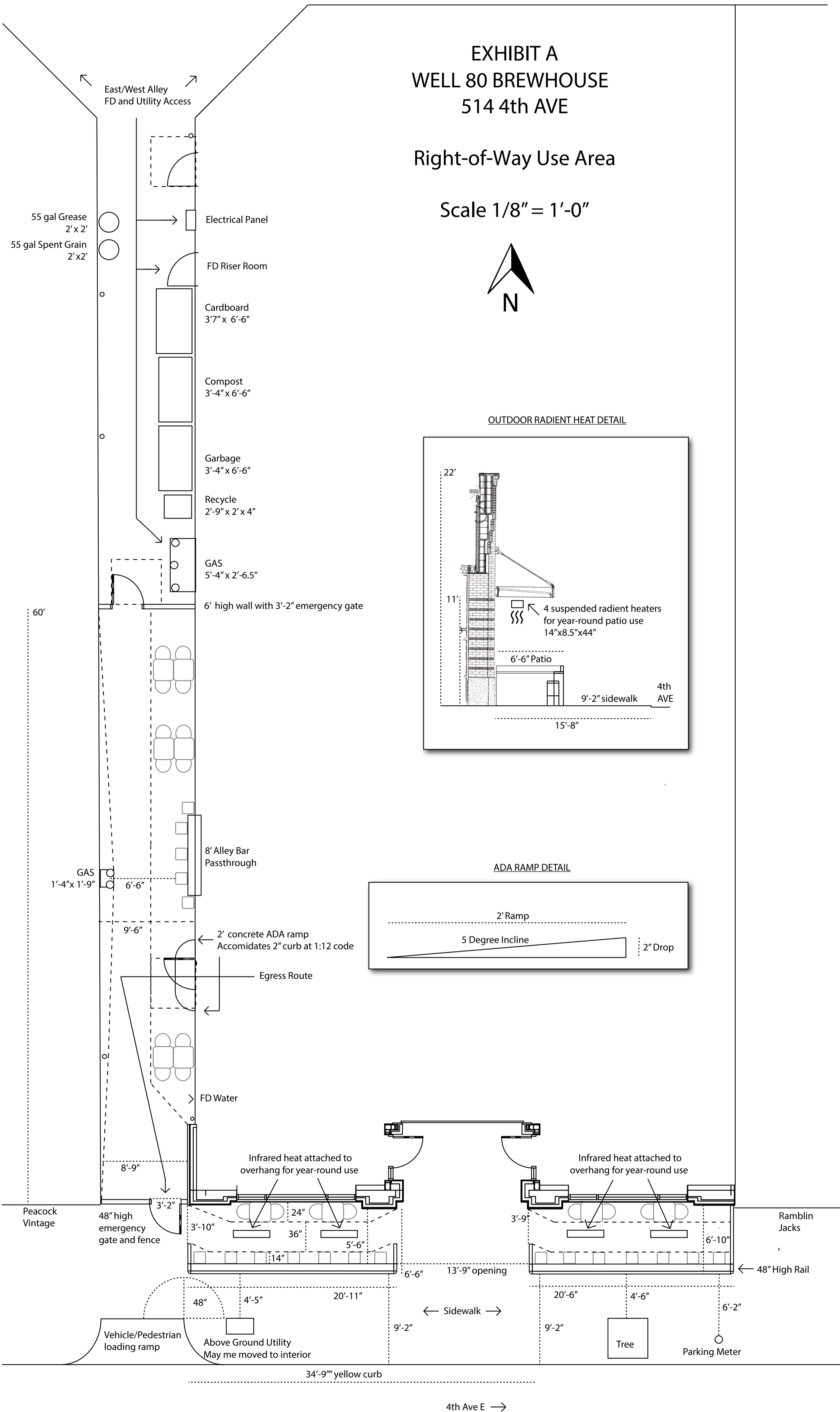
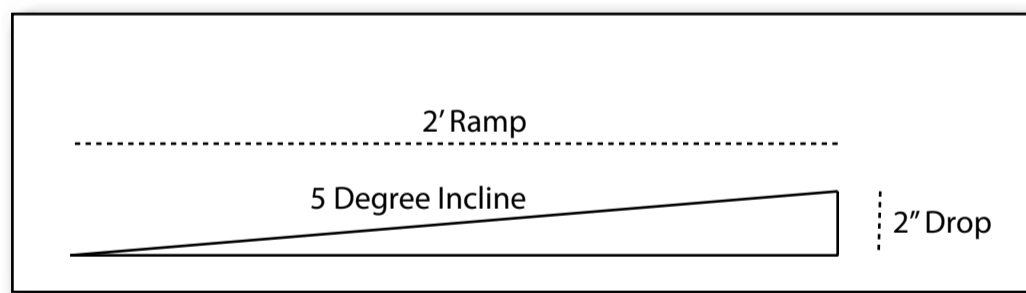
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OUTDOOR RADIANT HEAT DETAIL



ADA RAMP DETAIL



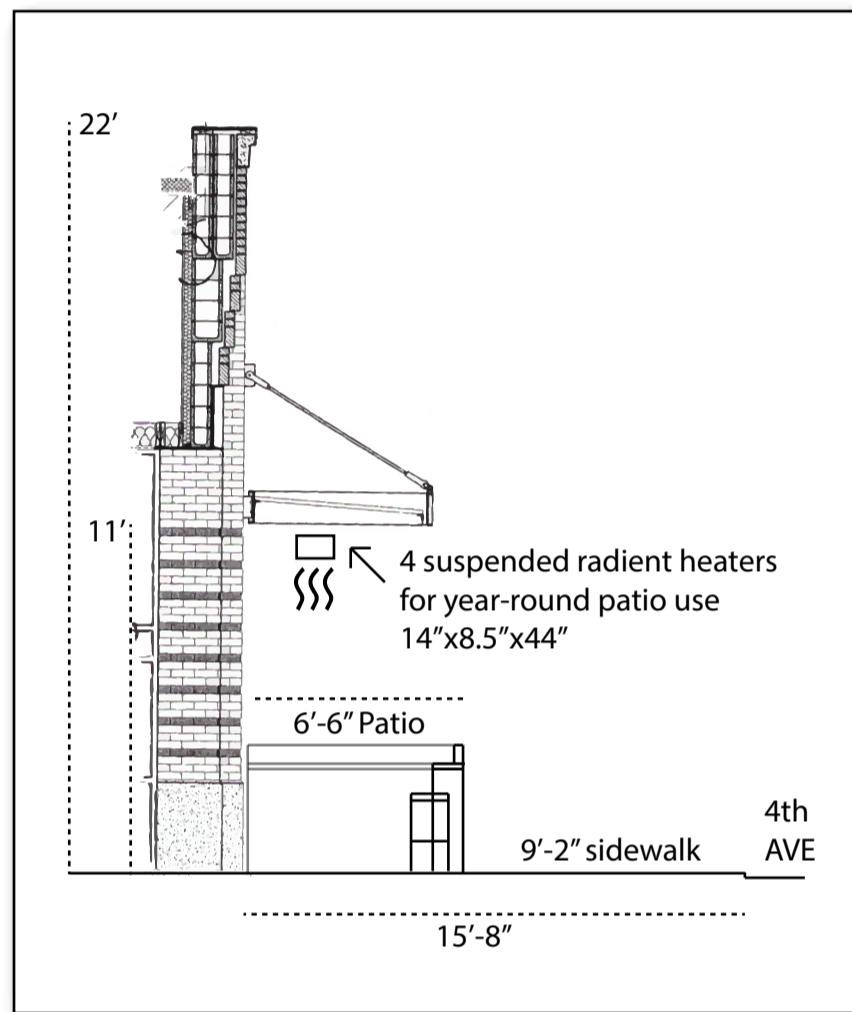
WELL 80 BREWHOUSE  
514 4th AVE

Proposed  
Sidewalk and Alley Use

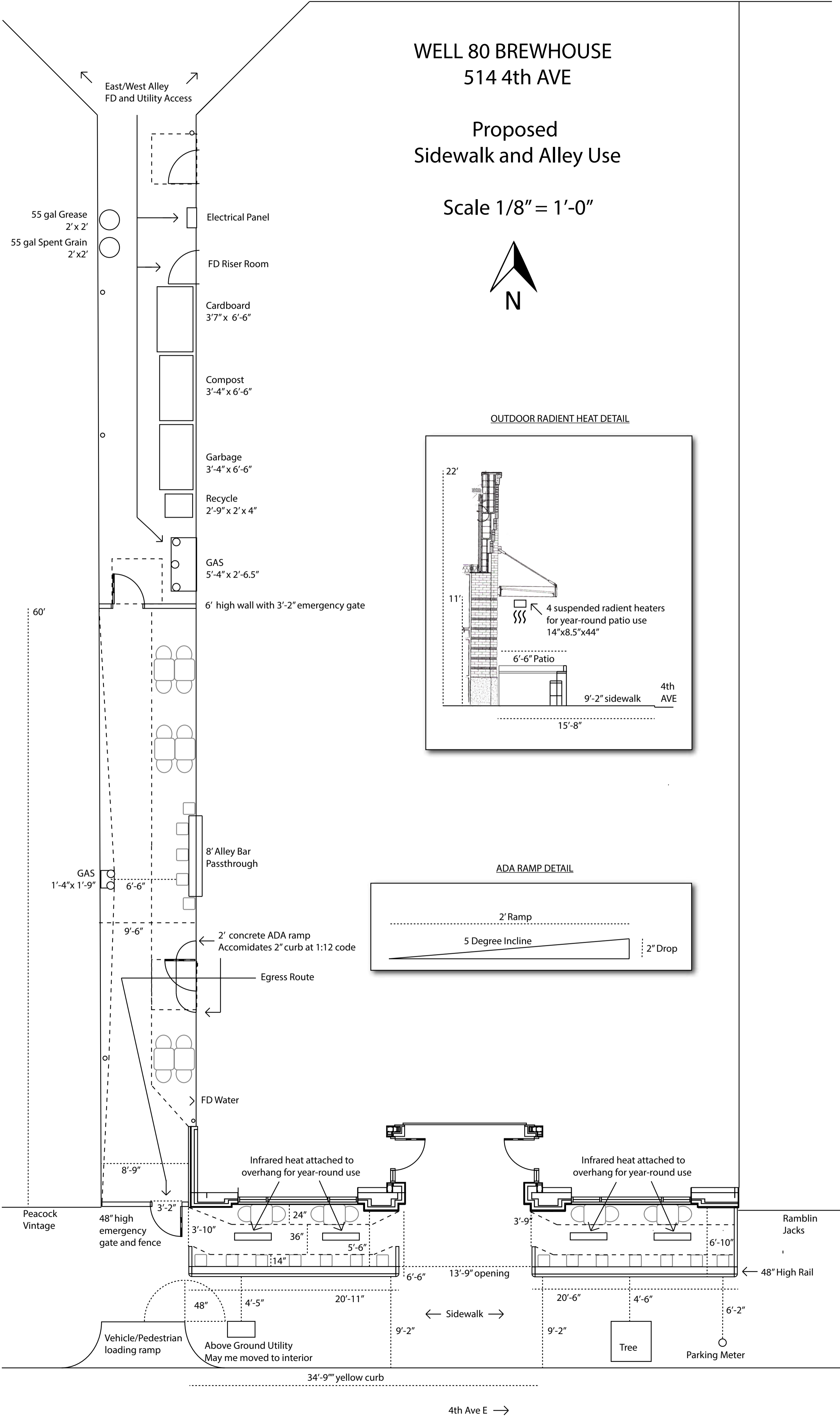
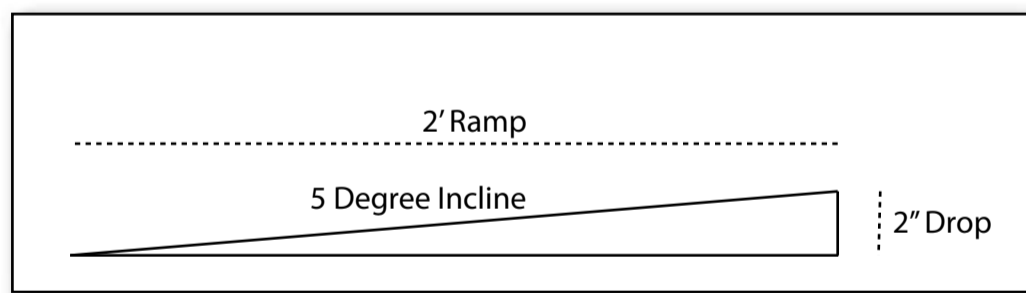
Scale 1/8" = 1'-0"



OUTDOOR RADIANT HEAT DETAIL



ADA RAMP DETAIL



4th Ave E →



## City Council

### Approval of an Ordinance Amending Olympia Municipal Code Chapters 4.70 Related to Residential Parking

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 4.H  
**File Number:**23-0900

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**Type:** ordinance **Version:** 3 **Status:** 2d Reading-Consent

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#### **Title**

Approval of an Ordinance Amending Olympia Municipal Code Chapters 4.70 Related to Residential Parking

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the Ordinance amending Olympia Municipal Code Chapter 4.70 related to Residential Parking on second reading.

#### **Report**

##### **Issue:**

Whether to approve the Ordinance amending Olympia Municipal Code Chapter 4.70 related to Residential Parking on second reading.

##### **Staff Contact:**

Max DeJarnatt, Program Analyst, Community Planning & Development, 360.570.3723

##### **Presenter(s):**

Max DeJarnatt, Program Analyst

##### **Background and Analysis:**

Background and Analysis did not change from first to second reading.

The Downtown Parking Strategy, the second and final phase of which was adopted by the Olympia City Council on April 16, 2019, is guiding the City's actions as we develop parking policy and parking management strategies that support community goals for economic development, housing and transportation as identified in both the Downtown Strategy and the Comprehensive Plan.

The Parking Strategy recommends actions to encourage long-term parking to us off-street parking facilities whenever possible, to free up on-street parking for shorter term visitors and shoppers.



As downtown continues to add housing, residential parking demand increases. The Parking Strategy recommends a tiered fee schedule, based on demand, for residential on-street parking permits.

Olympia has eight residential parking zones stretching from the South Capital neighborhood to the Farmers' Market. Residential permits in these zones each cost \$10 per year before 2020 when City Council adopted fee increases for Downtown (zones 4, 5, 7, and 8) to \$60 per year. At that time, city staff recommended that fee increase as the first phase of a gradual further increase that would be needed to effectively encourage greater use of off-street lots for long-term residential parking.

[Note: The South Capital Neighborhood (zones 1-3 and 6) were increased a year later to \$25 after the conclusion of an interest-based, negotiated process conducted between representatives of the South Capital Neighborhood Association, Department of Enterprise Services, and the City.]

At its October 2022 meeting, the Land Use and Environment Committee received a Parking Strategy update. Staff again suggested proposing additional downtown residential parking increases for 2024, resuming its phased approach to align with the pricing recommendations as outlined in the Strategy. This approach is important to avoid a pricing shock to customers but had been slowed by the extended impacts of COVID-19.

In the intervening months, staff conducted a survey and found that the average monthly price of commercially available off-street parking within the Residential Parking Zone 7 (map attached) is \$62, whereas the average price per month for residents to park on-site within their facilities was \$84. In contrast, Zone 7 residents may park indefinitely at 9-hour meters surrounding downtown's core for the equivalent of \$5 per month.

On-street parking use has now increased to meet or exceed pre-COVID levels throughout the downtown core, with more mixed-use buildings opening their doors in the downtown commercial center. Consistent with the adopted Downtown Parking Strategy, parking staff recommends the next phased increase for 2024 downtown (parking zone 7) residential permits. The attached ordinance would increase residential parking permits to \$10/month (from \$60 to \$120 annually). The increase will help encourage residents of downtown to use dedicated off-street parking options and make on-street parking more available for shorter term visitor use.

#### **Climate Analysis:**

Climate analysis on parking management is mixed. Some models suggest that increasing the cost of parking incentivizes use of transportation modes other than automobiles. Other models show that cost increases may lead to more available parking, lowering barriers to driving and encouraging those who can afford the increased parking cost to drive.

#### **Equity Analysis:**

Increasing the cost of parking for downtown residents could adversely affect those who have very low incomes. To address this potential inequity, the City provides a 50 percent discount on residential parking permits for anyone qualified for low-income benefits. Additionally, staff introduced a monthly payment option to decrease the burden of an annual lump-sum payment. Finally, residents qualifying as disabled may park at the same 9-hour, Zone 7 meters without this permit.

#### **Neighborhood/Community Interests (if known):**

The Parking and Business Improvement Area Advisory Board and the Olympia Downtown Alliance

Board were briefed on this update.

**Financial Impact:**

Residential Permit fee increases will lead to an estimated additional \$20,000 in revenue annually. This revenue is deposited in the City's dedicated Parking Fund and can only be used for parking services and enforcement.

**Options:**

1. Move to approve the Ordinance amending Olympia Municipal Code Chapter 4.70 related to Residential Parking on second reading.
2. Direct staff to modify the Ordinance for additional review at a future Council meeting. This option would likely not allow for implementation of the updated ordinance for 2024 residential parking permits.
3. Do not approve the Ordinance.

**Attachments:**

Ordinance  
Parking Strategy Chapter 5  
Residential Parking Zone Map

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 4.70 RELATING TO RESIDENTIAL PARKING FEES**

**WHEREAS**, the Olympia Downtown Strategy (the Downtown Strategy) was adopted in April 2017 and identified public priorities and realistic, impactful actions to move forward the vision of the Olympia Comprehensive Plan and goals for Downtown Olympia, fostering a rich diversity of downtown places and spaces that will attract and support people who live, work, and play in Downtown Olympia; and

**WHEREAS**, in April 2019, the City of Olympia adopted a Downtown Olympia Parking Strategy for the years 2019-2029 (the Parking Strategy) with the intent of supporting the Downtown Strategy by ensuring citizens have safe, predictable parking; and

**WHEREAS**, staff has proposed amendments to Olympia Municipal Code Chapters 4.7 (Residential Parking Fees), which support the City's goals, strategies, and implementation timelines for parking in Downtown Olympia and surrounding neighborhoods; and

**WHEREAS**, changes to the residential parking fees will also enable Community Planning and Development Parking Services staff to more effectively manage downtown parking; and

**WHEREAS**, this Ordinance is supported by the staff report and accompanying materials concerning the Ordinance, along with documents on file with the City;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1. Amendment of OMC 4.70.** Olympia Municipal Code Chapter 4.70 is hereby amended to read as follows:

**Chapter 4.70  
RESIDENTIAL PARKING FEES**

4.70.000 Chapter Contents

Sections:

[4.70.010](#) Residential parking fees.

[4.70.020](#) Residential parking fee discounts – Low income.

4.70.010 Residential parking fees

Vehicle registration fees for the Residential Parking Program described in OMC [10.16.055](#) are set for each zone as follows:

- A. ~~Twenty Five and no/100 dollars (\$25.00)~~ per year, per vehicle up to two ~~(2)~~ vehicles registered in the program for Zones 1, 2, and 3. A third vehicle may be registered in the program for ~~Thirty Five and no/100 dollars (\$35.00)~~ per year.

B. ~~Sixty and no/100 dollars (\$60.00)~~ per year, per vehicle registered in the program for Zones 4, 5, 6, ~~7~~, and 8.

C. \$120.00 per year, per vehicle registered in the program for Zone 7.

4.70.020 Residential parking fee discounts – Low income

A. A ~~fifty percent (50%)~~ discount in any residential parking permit rate set forth in this chapter will be granted for any approved low-income permit application.

B. The Director of Community Planning and Development or ~~their~~ the Director's designee is authorized to establish reasonable rules and regulations to implement this section.

**Section 2. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

**Section 3. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances remain unaffected.

**Section 4. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 5. Effective Date.** This Ordinance takes effect 30 days after passage and publication, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

*Michael M. Young*  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**PASSED:**

**APPROVED:**

**PUBLISHED:**

## City of Olympia Parking Strategy: Strategy 5 [Current Draft]

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### Strategy 5: Residential and Employee Parking

*5.1: Convert current residential and employee on-street permits to temporary access permits with a monthly fee.*

As the Downtown continues to redevelop, and land uses change, the City should maintain the flexibility to change parking regulations to support greater demand for short-term parking in the Downtown, and particularly in the core. Reliance on residential and employee on-street permits may also impact the decision for developers and property owners as to whether to build off-street parking. An over-reliance on low-cost on-street parking permits will likely lead to conflicts between long-term parking users and short-term visitor and customer access. Therefore, the City should rebrand the employee and residential on-street parking permits as temporary access permits, require monthly payments for the permits, and maintain the ability to reduce or eliminate the number of on-street permits as short-term parking demand increases.

**Timeline:** Short to mid-term

**Estimated Costs:** Staff costs to update the Municipal Code. May result in reduced permit revenues as the number of permits are reduced, but would likely be offset by increased short-term paid parking revenue.

*5.2: Provide residential and employee off-street parking options through the shared parking program to provide predictable parking options.*

Shared parking programs can be targeted to specific parking users such as visitors, customers, employees, commuters, or event attendees. The City shared parking program should include options for employees and other long-term parking users in the form of monthly or daily permits.

**Timeline:** Short to mid-term

**Estimated Costs:** Staff time to produce educational materials on employee parking and printing costs. Costs for a shared parking program are addressed under the shared parking strategy.

*5.3: Implement a Downtown employee parking education program*

The City should provide more information to employees on available parking options Downtown, including options for on and off-street permits, transit accessibility, and the locations of 9-hour meters that allow all-day parking. The information should be updated on the City's website and through a parking brochure that can be distributed to downtown businesses and organizations such as the Olympia Downtown Alliance (ODA).

**Timeline:** Short to mid-term

**Estimated Costs:** Staff costs to update the Municipal Code.

*5.4: Increase the price of on-street residential and 9-hour meter permits to incentivize the use of off-street parking options. On-street permits costs should be consistent with hourly and daily rates.*

Increasing the cost of permits for on-street parking will encourage the use of off-street alternatives, which is a more appropriate location for long-term parking. The on-street permits for residents are currently \$10 annually and the on-street permits for employees are currently \$60 per month. These prices are not conducive to incentivizing alternative parking in some of the available off-street facilities.

**Timeline:** Short to mid-term

Estimated Revenues:

*RESIDENTIAL PERMITS*

Increasing the price of residential permits from \$10 annually to a varying rate based on zone location could result in around \$136,400 in new annual revenues, assuming the same number of permits are sold. The permits would be sold monthly rather than an annual basis, with the costs more closely aligned with the competing parking options. Figure 18 shows a potential pricing structure with annual pricing replaced by monthly pricing.

Figure 1. Residential Permit Revenues



City of Olympia, 2017; Framework, 2017

## EMPLOYEE PERMITS

Increasing the price of employee permits from \$60 monthly to \$90 monthly would result in around \$72,000 in new revenues, assuming the same number of permits are sold. Currently, it costs \$90 per month to park at the 9-hour meters (during weekdays) when paying for the meter at the daily rate of \$0.50 per hour so the new pricing would be consistent with the hourly pricing structure.

Figure 2. Employee Permit Revenues

	Current	Future	Change
Employee Permits (per month)	200	200	
Cost (per month)	\$60	\$90	\$30
Revenue (annual)	\$144,000	\$216,000	\$72,000

City of Olympia, 2017; Framework, 2017

*5.5: Establish parking user priorities based on the street-fronting ground floor land use for on-street parking. Retail and restaurant uses should have short-term parking while residential uses may have longer-term parking for residents.*

On-street parking should be prioritized to support the ground-floor land uses. For example, on-street parking in front of retail businesses should have short-term time limits and on-street parking on residential streets should prioritize parking for residents and limit long-term parking for commuters and employees. If there is available parking beyond that generated by the priority parking users then other users may be accommodated. Parking management strategies should minimize conflict between parking users and ensure the right users are parking in the right stall. For example, long-term parking users such as residents, employees, and commuters should not be parking in short-term parking stalls intended to support ground-floor commercial uses. Similarly, employees and commuters should not be parking in residential neighborhoods unless authorized by the City.

The City should review the existing and future land use maps and prioritize on-street parking based on the future land use categories. In cases where the existing land use is different than the future land use designation the implementation of new parking user priorities should not occur until the ground floor land use changes to conform with the future land use maps. In areas with different ground floor land uses the management strategy should be driven by the predominant land use and/or the future land use designation.

**Timeline:** Short to mid-term

**Estimated Costs:** Costs would include staff time to review the land use maps and develop the user priorities. Additional staff time costs would be required to make updates to the Municipal Code as parking regulations are changed to reflect new user priorities. New signage and parking meters may also be required in areas that expand paid parking.

*5.6: Review boundaries, time limits, and enforcement of the residential parking zones in the SE Neighborhood Character Area to minimize parking impacts on residential streets from non-residential use.*

Neighborhoods in the Southeast character area of Downtown have a residential parking permit program to limit long-term commuter and employee parking in residential neighborhoods. This strategy is intended to review the existing boundaries of the permit area, enforcement procedures, and the days and times that permits and time limits are in effect to ensure the program is effective. During legislative



sessions demand for longer-term parking in the area may extend beyond typical business hours when permit requirements and time limits aren't in effect. The City's purchase of an LPR unit will increase the efficiency and effectiveness of enforcement and will allow the city to collect parking data in the area. Outreach to residents of the neighborhood will help to understand the current issues of concern that should be addressed in redesigning the program. Depending on the outcome of the program review the days and times that permits and time limits are in effect may be modified to minimize long-term parking on residential streets.

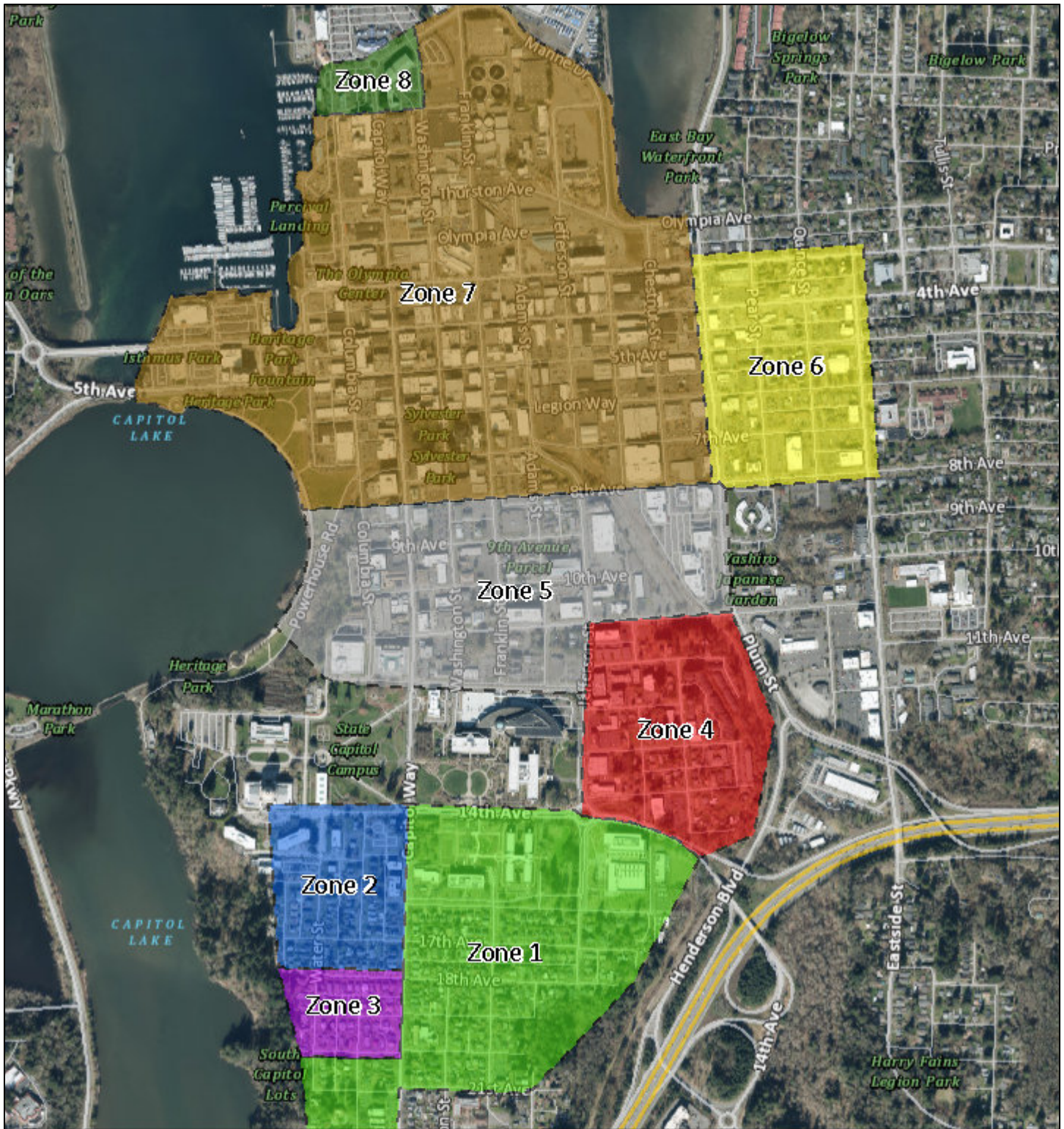
**Timeline:** Short to mid-term

Estimated Costs: Staff time to conduct neighborhood outreach, review the program, and collect data.

May require future updates to the Municipal Code to implement any reforms.

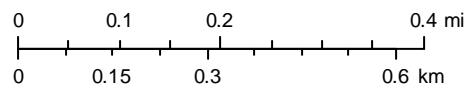
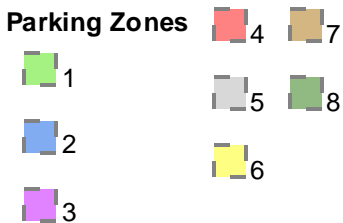


# City of Olympia - Residential Parking Zones



10/18/2023, 1:45:38 PM

1:12,000



The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary right to this information. The City of Olympia and its personnel neither accept or assume any liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.



## City Council

# Public Hearing and Informational Meeting for Water System Consumers on the Draft 2021- 2026 Water System Plan

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 5.A  
**File Number:**23-0944

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**Type:** public hearing **Version:** 1 **Status:** Public Hearing

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### Title

Public Hearing and Informational Meeting for Water System Consumers on the Draft 2021-2026 Water System Plan

### Recommended Action

#### Committee Recommendation:

The Utility Advisory Committee recommends holding a Public Hearing and an informational meeting for water system consumers on the Draft 2021-2026 Water System Plan.

#### City Manager Recommendation:

Hold a Public Hearing and informational meeting for water system consumers on the Draft 2021-2026 Water System Plan.

### Report

#### Issue:

Whether to hold a Public Hearing and informational meeting for water system consumers on the Final Draft 2021-2026 Water System Plan.

#### Staff Contact:

Susan Clark, Engineering and Planning Supervisor, Public Works, 360.753.8321

#### Presenter:

Susan Clark, Engineering and Planning Supervisor

### Background and Analysis:

#### Water System Planning Requirements and Update Process

Washington Administrative Code (WAC 246-290-100) requires water utilities with 1,000 or more connections, or those that are expanding, to develop water systems plans every 6 to 10 years. Water system plans are reviewed and approved by the Washington State Department of Health and are developed to demonstrate the utility's capacity to remain in compliance with relevant local, state and federal regulations. Also in the Code is the duty to hold an informational meeting for the water system consumers.

Approval of a water system plan by the system's legislative body in a public meeting must occur prior to Washington State Department of Health's approval.

An internal cross-sectional writing team conducted the update and consulting services provided support with water demand projections, capital project identification and prioritization, hydraulic modeling and financial review.

On October 14, 2022, the Draft 2021-2026 Water System Plan was submitted to the Washington State Department of Health for review and comment. Comments from the Washington State Department of Health were received on June 5, 2023. Drinking Water Utility responses to Washington State Department of Health comments are attached to this staff report and include minor changes that have been incorporated into the October 15, 2023, Final Draft 2021-2026 Water System Plan.

### Summary of Public Review and Comment Opportunities

The Utility Advisory Committee served as the primary vehicle for review and input during the water system plan update project. Briefings on the development of the Final Draft 2021-2026 Water System Plan occurred as follows:

- November 5, 2020
- April 1, 2021
- August 12, 2021
- November 4, 2021
- April 7, 2022
- September 7, 2023

The Utility Advisory Committee's letter recommending approval of the Final Draft 2021-2026 Water System Plan is attached to this staff report. The Plan will come forward for formal approval at the November 14 City Council meeting.

Additional ways the water system plan update process solicited public or other agency review include:

- A project webpage and a project kick-off announcement in the September/October 2020 *Five Things* Utility Insert
- A project briefing at the Land Use and Environment Committee on September 17, 2020
- A conservation goal setting public forum on November 4, 2021 advertised through the Washington State Department of Health's website and a City e-newsletter
- A project briefing at the Land Use and Environment Committee on April 21, 2022
- Submittal of the Draft 2021-2026 Water System Plan to the Washington State Department of Health on October 14, 2022
- A request for review and comment by neighboring water systems in October/November 2022 sent through direct email request
- Submittal of the Draft 2021-2026 Water System Plan to Thurston County Environmental Health in October 2022
- A public comment period in November/December 2022 advertised through a City e-newsletter



- Issuance of a State Environmental Policy Act Determination of Non-significance and check list on February 3, 2023

Drinking Water Utility staff also participated in a discussion about the Draft 2021-2026 Water System Plan with a Squaxin Island Tribe staff member on February 9, 2023.

### Water System Plan Summary

The general purpose of a water system plan is to demonstrate a utility's operational, technical, managerial and financial capability to achieve and maintain compliance with relevant local, state and federal regulations.

The Final Draft 2021-2026 Water System Plan contains the water demand/water supply, hydraulic and financial analysis required to demonstrate that the Drinking Water Utility can continue to provide drinking water to its current and projected new customers for the next 20+ years. No significant deficiencies were identified during the water system update process.

The Drinking Water Utility will continue to focus its efforts on the following opportunities and challenges as it implements the 2021-2026 Water System Plan:

- Aging infrastructure
- Changing water quality regulations
- Keeping pace with development
- Protecting groundwater from contamination
- Equitable and predictable rates and fees
- Public education and involvement
- Climate change
- Incorporating equity (fairness) in utility decisions
- Southeast Olympia groundwater sources
- Reservoir upgrades
- Asset Management strategy
- Uncertainty of changing demands

### **Climate Analysis:**

The Drinking Water Utility currently contributes to the City's overall climate goals through green power purchase, water conservation goals and messaging, the use of electric vehicles where possible and the use of energy efficient pumps. As the Drinking Water Utility implements the 2021-2026 Water System Plan, it will continue to analyze how its operations can continue to support the City's goal of reducing greenhouse gas emissions.

### **Equity Analysis:**

The strategic direction established through the Final Draft 2021-2026 Water System Plan has the potential to both benefit and burden people who live, work, visit, pay utility bills, develop property in Olympia or become utility customers/rate payers in the future. The mission of the Drinking Water Utility includes prioritizing public and environmental health on behalf of all customers, regardless of who "pays the bill". Additionally, the Drinking Water Utility collects and uses data on the condition of its infrastructure to make maintenance, renewal and replacement decisions. Condition data helps

each utility to make equitable decisions since it focuses work toward infrastructure most in need of maintenance, renewal or replacement. Further, the Drinking Water Utility implements utility bill assistance programs for low-income disabled or low-income over age 62. Finally, the Drinking Water Utility is in the business of providing high-quality and cost-effective service to all existing and future customers located within its designated water service area consistent with the growth and development objectives of the City's Comprehensive Plan. However, regardless of these current practices, the Drinking Water Utility would benefit from continuing to use information from the Storm and Surface Water Utility's in-house Stormwater Equity Index tool to focus efforts and resources to ensure infrastructure and program service decisions are made which reduce service disparities and support equitable outcomes.

**Neighborhood/Community Interests (if known):**

City-owned utilities provide essential public health services to residential and commercial customers in our service area. No public comments were received during the development of the Final Draft 2021-2026 Water System Plan.

**Financial Impact:** The Drinking Water Utility funds implementation of the 2021-2026 Water System Plan. There are utility rate and general facilities charge (GFC) implications to fully fund the 2021-2026 Water System Plan. However, the implementation of future rates and GFCs is addressed during annual budget review and approval.

Chapter 14 and Appendix 14-1 contain the financial analysis conducted for the 2021-2026 Water System Plan by the Drinking Water Utility's financial consultant, FCS Group, including the rate increases necessary to fully fund all recommended strategies and capital projects as presented.

**Options:**

1. Hold a Public Hearing and informational meeting for water system consumers. This will allow the Final Draft 2021-2026 Water System Plan to continue in the process towards final adoption and approval by the Washington State Department of Health.
2. Do not hold a Public Hearing at this time and recommend revisions to the Final Draft 2021-2026 Water System Plan. This option will delay the adoption and Washington State Department of Health approval of the Final Draft 2021-2026 Water System Plan.
3. Take other action.

**Attachments:**

Staff response to Department of Health review comments  
Utility Advisory Committee Recommendation Letter  
[Link to the Water System Plan webpage](#)

## Water System Plan Review Comments

1. There is an executive summary table of contents, but no executive summary. Since all goals and policies were supposed to have been in the executive summary, the various subsequent references to them within the document (at or near the beginning of nearly every chapter) lack context. Including them where indicated should resolve that.

**Olympia Response:** It appears that the executive summary was inadvertently left out of the electric submittal of the draft WSP (but included in the hard copy). It has been included in the final version of the Water System Plan.

2. 1.3. Service area – land use and zoning. pp. 7-8. Development of the City’s 2025 comp plan update has already begun.

**Olympia Response.** The following revision has been made in the above referenced location (Chapter 1, page 7) to address the comment: A required periodic review and update of the City of Olympia Comprehensive Plan has started and will be completed by June 30, 2025. ~~is expected to begin in late 2023 for completion by June 30, 2025.~~

3. 2.1. Federal and state – planning and financial requirements – water system plans. p. 4. The current water system plan approval period is ten years, not six (WAC 246-290-100(9). 2017 amendment). Is this the reason the City’s plan is for 2021-2016 (noting that the prior plan approval didn’t expire until January 22, 2022)? If the City wishes to pursue a ten-year approval, it could update the entire draft toward that end.

**Olympia Response.** WAC 246-290-100(9) allows for a 6 to 10-year WSP approval. As stated at the pre-plan meeting and reflected in the WSP pre-plan notes, Olympia is interested in a 6-year approval period. No changes have been made to address this comment.

4. 5.3 Planned water conservation activities, beginning p9. In addition to the listed measures, perhaps you’ll want to add that the City’s Unified Development Code contains numerous drought-tolerant landscaping provisions.

**Olympia Response:** The following revision has been made in the above referenced location (Chapter 5, page 9) to address the comment: “Title 16.60 OMC and Title 18.36 OMC contain native vegetation landscaping provisions” has been added to Table 5.7 Planned Water Conservation Activities (2021-2026), under outdoor.

5. 6.3 Groundwater recharge – McAllister Wellfield Mitigation – Infiltration Facility, p.8. Has the existing groundwater model been used to evaluate any downgradient effects of the Woodland Creek Community Park Groundwater Recharge Facility? Are there any limits on drilling new drinking water wells in an area that would directly receive the reclaimed water?

**Olympia Response:** Yes, groundwater flow paths and travel times were calculated with MODPATH using the groundwater flow field simulated by MODFLOW. Flow paths and time of travel are described between the infiltration facility and locations of discharge in a September 2010 *Woodland Creek Reclaimed Water Infiltration Analysis Final Report* prepared by Pacific Groundwater Group. There are no known limits on drilling new drinking water wells in an area that would directly receive the reclaimed water, other than those established by the Washington State Department of Ecology related to obtaining water rights or those associated with the Thurston County Coordinated Water System Plan limiting new individual wells within designated public water system service areas. No changes have been made to address this comment.

6. 6.3. Financial Considerations (2014) – Summary of results. P.12. We understand that the cost-benefit analysis showed that groundwater recharge of reclaimed water is the most cost-effective way to use reclaimed water. Please engage with our office if any new specific groundwater recharge projects are proposed.

**Olympia Response:** Yes, we will engage DOH when groundwater recharge projects are proposed. No changes have been made to address this comment.

7. 7.4 Contaminant source inventory – notification of inventory findings, p. 18. Please review against WAC 246-290-133(3)(v) and (vii). The City may need to adjust its notifications to regulatory agencies and emergency responders to include additional information besides what is mentioned here.

**Olympia Response:** When completing our next contaminant source inventory, which is expected to be completed by Fall 2023, we will review our notification against Washington Administrative Code requirements. No changes have been made to address this comment.

8. 11.1 Water quality regulations – regulations and revisions to be implemented 2021-2026 – Per-and-Polyfluoroalkyl Substances Rule (PFAS), p.5. Please update discussion of MCLS and SALs here, as well as that on pp. 17-18.

**Olympia Response:** To address this comment, the following changes have been made:

Chapter 11, page 5:

#### ***Per-and Polyfluoroalkyl Substances Rule (PFAS)***

Per-and Polyfluoroalkyl Substances (PFAS) are a family of chemicals that are in many consumer products, stain, water and nonstick coatings and certain types of firefighting foams. These chemicals are persistent in the environment and are found in the air, soil, and water. There is no current Federal maximum containment level for PFAS compounds although EPA has begun rulemaking. See Section 11.3 Because of the serious health concerns of PFAS Washington State Department of Health decided to regulate five of these compounds. In November 2021 The Washington State Board of Health set State Action Level's (SAL) for PFOA, PFOS, PFNA, PFBS and FPHxS. The City will begin sampling October 2023. This sampling requirement overlaps with the required PFAS sampling included in the UCMR 5 rule. This will help with staff time and sampling costs required by both rules. - Because of the serious health concerns of PFAS Washington State Department of Health decided the regulated some of these compounds. The Washington State Board of Health is in the process of setting a State Action Level (SAL). This rule should be finalized by the end of 2021. Some of the sampling requirements should overlap with the required PFAS sampling included in the UCMR-5 rule. This will help with staff time and sampling costs required by both rules.

Chapter 11, page 17:

#### **Changing Lead and Copper Rule**

Two changes to the lead and Cooper Rule include the Lead and Copper Rule Revisions (LCRR) and the Lead and Copper Rule Improvements (LCRI). The first part of the LCCR is the Lead Service Line Inventory (LSLI). The City is currently working on ~~the thisthis~~ requirement and has hired a consultant to assist with compliance with the this rule by October 16, 2024. The EPA is currently working on the Lead and Copper Rule Improvements and are anticipating finalizing the rule by October 2024. See Section 11.1 for additional information. Changes to the lead and Cooper Rule include are expected to require the Utility to conduct a lead service line inventory and make the inventory available to customers, among other requirements. If the rule is finalized and adopted by

## Per -and Polyfluoroalkyl Substances Rule (PFAS)

Because of the serious health concerns of PFAS, Washington State Department of Health decided to ~~he~~ regulated ~~some of these compounds~~ PFOA, PFOS, PFNA, FPBS AND ~~PFHxS~~ by setting State Action Levels. See Section 11.1 for additional information.

~~In March 2023, EPA proposed a National Primary Drinking Water Regulation (NPDWR) to establish a legally enforceable MCL for six PFAS contaminants. These include PFOA, PFAS, PFNA, HFPO-DA, PFHxS, and PFBS. EPA anticipates finalizing this rule by the end of 2023. The City of Olympia will continue to monitor this rule development and come into compliance when required. The Washington State Board of Health is in the process of setting a State Action Level (SAL). This rule should be finalized by the end of 2021 and is expected to include sampling requirements. See Section 11.1 for additional information.~~

9. 11.3 Emerging issues – water quality impact of future Briggs Well, p. 17. If the Briggs Well is developed, we recommend treating to remove manganese. Even at low source levels, manganese can accumulate in the distribution system and be released at higher concentrations than the source during a chemical or hydraulic upset. For this reason, it may make sense to consider seasonal usage of Hoffman Well (SO8) or installing treatment earlier than planned to manage legacy manganese in the distribution system.

**Olympia Response:** Thank you for your comment regarding Briggs Well development. Currently, use of the Hoffman well is restricted to supplement supply only during peak hour demands. For example, as reported in Table 3.3 (Source Production Summary), the 2017-2019 average use in million gallons per day for the Hoffman well is as follows:

- June: 0.23
- July: 0.04
- August 0.00
- TOTAL ANNUAL: 0.27

No changes have been made to address this comment.

10. 12.1 Operations and maintenance regulations – operator certification – Table 12.2, p.4. Please update staff information if turnover has occurred since this was drafted.

**Olympia Response:** The following staff member information has been added to Table 12.2 to address this comment: John Edwards, 010928, WDW 4, CCS, WTPO 1.

11. 12.1. Operations and maintenance regulations – cross connection control, p.7. This section states that one need was remaining, to replace backflow management software allowing testers to input their own results into the software program. This is not discussed further, please either address or describe why it is not addressed.

**Olympia Response:** The following revision has been made to address this comment at the location identified above (Chapter 12, page 7): One need remains-which is scheduled for implementation by the City's IS (Information Services) Department in the third quarter of 2023. Replacing backflow management software allowing testers to input their own software program.

12. Please update the cover page to integrate items marked “pending” (which have since been provided separately).

**Olympia Response:** The (Appendices) cover page has been updated to address this comment. Additionally, documentation of the City of Olympia Council approval of the WSP has been added as Appendix Item ES4.



13. Please number the pages, add WSP table of contents, and create a single integrated document.

**Olympia Response:** The requested changes have been made.

14. 3.3.1, 3.2.1, 3.4.1, Objective 5A-C performance measures. 3.5.1, 3.6.1, 3.8.3 (at end). 3.9.3 (at end), 3.10.3 (at end), and 3.11.3. Please update/replace “to be further developed”.

**Olympia Response:** It is assumed that comment 14 is in reference to Appendix ES4, Water System Plan Implementation, Staffing and Monitoring, Working Draft January 18, 2022. The introduction to this appendix item states: *“Although not a regulatory requirement, the City of Olympia Drinking Water Utility (Utility) has elected to demonstrate its commitment to Water System Plan implementation by including this implementation strategy as a Water System Plan appendix item. Since this implementation strategy is intended for internal purposes, it is considered a working draft, with refinement expected to occur in 2022 as reorganization details are worked through”.* As we continued to consider this an internal document which is still underdevelopment, no changes have been made to address this comment.

15. Appendix 1-4. There seems to be an erroneous “Appendix C Intertie Agreement Between the Cities of Tumwater and Olympia” cover sheet inserted following the title page, before the document.

**Olympia Response:** The cover page has been removed to address this comment.

16. Please check to see if there are some missing exhibits on approximately pp. 742-746.

**Olympia Response:** Required changes have been made to address this comment.

17. The most recent contaminant inventory is 2019-2020. Has another been conducted?

**Olympia Response:** The next contaminant inventory is scheduled to be completed by fall 2023 (which is 2 years after our last source contaminant inventory).

18. Page numbering. Please change the page numbering so it does not start over at 1 with each chapter. We suggest moving all individual chapter tables of contents with page numbering to the beginning to form a single table of contents rather than separate, unnumbered ones at the beginning with the only numbered tables at the beginning of each chapter.

**Olympia Response:** We have reworked the page number throughout the document. We hope the revision meets your formatting expectations.

19. The WSP needs your engineer’s stamp and signature before we can approve it.

**Olympia Response:** The requested information has been provided.



October 5, 2023

Olympia City Council  
PO Box 1967  
Olympia, WA 98507

Dear Mayor Selby and Council Members:

**SUBJECT: UAC Support of the Draft Water System Plan (2021-2026)**

At our recent September 7, 2023, meeting the City's Utility Advisory Committee (UAC) received a briefing and discussed with Drinking Water Utility staff their latest update of the City's, "Draft Water System Plan, 2021 – 2026." At the end of our discussion, we voted unanimously to approve and recommend to City Council the Draft Plan.

I would also like to note that the UAC previously received staff briefings and engaged in discussions regarding the Draft Plan as it progressed over the course of the past two and half years. From November 2020 to September 2023, the UAC received six updates that were based on an internal cross-sectional writing team that conducted and updated the Draft. The review and update process also included consulting services that provided support with water demand projections, capital project identification and prioritization, hydraulic modeling, and a financial review.

Our September briefing, which served as a comprehensive review of the Draft, noted the process used for public engagement, including local, state agencies and tribal interests. The most recent update of the Draft included minor revisions by City staff to address comments received from the Washington State Department of Health.

As Council may recall, the Washington Administrative Code (WAC 246-290-100) requires water utilities with 1,000 or more connections to develop Water Systems Plans every 6 to 10 years. These system plans are reviewed and approved by the Washington State Department of Health and are developed to demonstrate a utility's operational, technical, managerial, and financial capability to achieve and remain in compliance with relevant local, state and federal regulations. The Draft Plan, which runs through 2026, also includes the goals of providing an adequate supply of water into the future, ongoing efforts in protecting the environment, responsibly maintaining the Drinking Water Utility's infrastructure, and managing the utility in a fiscally responsible manner.

The "Water System Plan – 2021 – 2026," includes the following information which the UAC provides its support for approving:

- Goals, objectives and strategies for the Drinking Water Utility's programs and infrastructure over the next six (6) years.
- Customer and water demand forecasts for the next fifty (50) years.

- An analysis of the Drinking Water Utility's supplies, storage and distribution system, which go beyond Washington State Department of Health minimum requirements.
- A Capital Improvements Program to strategically invest in capital projects over a 20-year planning horizon.
- The financial policies and funding needed to implement the Water System Plan.

In addition to making our recommendation for the Draft Plan, the UAC would also like to thank the City's Utility staff, in particular Susan Clark, Engineering and Planning Supervisor, Water Resources, for the briefings and significant effort taken to update the Plan over the past couple of years. The Water Systems Plan will not only help guide the City's Drinking Water Utility over the next six years but helps to re-confirm the City's Drinking Water Utility efforts and provides direction and guidance for years to come.

A public hearing, which will also serve as a required "consumer meeting", is scheduled for October 30, 2023 and you will be asked to approve the Final Draft 2021-2026 Water System Plan on November 14, 2023 for forwarding to the Washington State Department of Health.

Please feel free to contact me at [dbloom@ci.olympia.wa.us](mailto:dbloom@ci.olympia.wa.us) if you have questions or would like to discuss this further.

Sincerely,

A handwritten signature in blue ink that reads "Dennis Bloom". The signature is stylized and cursive.

**DENNIS BLOOM**

Chair, Utility Advisory Committee

cc. UAC Members  
Mike Vessey, Drinking Water Utility Director  
Susan Clark, Engineering and Planning Supervisor

# Water System Plan Update



## Final Draft Water System Plan

An informational meeting for water system consumers and public hearing on the Final Draft Water System Plan will be held on Monday, October 30, 2023, at 6 p.m. or later, in Olympia City Hall Council Chambers to receive comments.

Anyone interested is invited to attend and present testimony on the Final Draft Water System Plan. Written statements may be submitted electronically via email to [sclark@ci.olympia.wa.us](mailto:sclark@ci.olympia.wa.us) or mailed to the Olympia Public Works Department; Attention: Susan Clark, Planning and Engineering Supervisor; PO Box 1967; Olympia, WA 98507-1967. Written comments must be received at or prior to the October 30, 2023 public hearing.

The Final Draft Water System Plan demonstrates to the Washington State Department of Health, our regulator, that we have the operational, technical, managerial, and financial capacity to achieve and maintain compliance with all relevant local, state and federal regulations now and for the next 20+ years.

The mission of Olympia's Water Utility is to provide and protect healthy drinking water for the community.

## Draft Water System Plan chapters

Cover, acknowledgements and Executive Summary

Chapter 1: System Overview

Chapter 2: Legal & Policy Framework

Chapter 3: Population & Demand Forecast

Chapter 4: Source of Supply Program

**Chapter 5: Water Use Efficiency Program**

**Chapter 6: Reclaimed Water Program**

**Chapter 7: Groundwater Protection**

**Chapter 8: Source Infrastructure**

**Chapter 9: Storage Infrastructure**

**Chapter 10: Transmission & Distribution Infrastructure**

**Chapter 11: Water Quality**

**Chapter 12: Operations & Maintenance**

**Chapter 13: Capital Improvement Program**

**Chapter 14: Financial Program**

**Appendices**

## **What is a Water System Plan?**

Washington Administrative Code 246-290-100 requires water utilities with 1,000 or more connections, or those that are expanding, to develop water system plans every 6 to 10 years. Water system plans are reviewed and approved by the Washington State Department of Health and are formatted to demonstrate the utility's capacity to remain in compliance with relevant local, state and federal regulations.

Water systems plans must include the following key information:

- A water demand forecast & water source assessment.
- The identification of system deficiencies and a plan to address them, including a capital facilities plan.
- A source water protection program.
- A water conservation goal established in a public forum.
- Service and service area policies.
- A financial plan, including the identification of revenues adequate to address projected expenses.
- An Operations and Maintenance program.
- Documentation that a customer informational meeting has been held, State Environmental Policy Act (SEPA) requirements have been met and the WSP has been approved by the legislative authority.









## City Council

### Public Hearing on the 2024 Ad Valorem Tax

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 5.B  
**File Number:** 23-0948

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**Type:** public hearing **Version:** 1 **Status:** Public Hearing

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#### **Title**

Public Hearing on the 2024 Ad Valorem Tax

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Hold a public hearing and receive testimony on 2024 Ad Valorem Tax collections.

#### **Report**

##### **Issue:**

Whether to hold a public hearing and receive testimony on the 2024 Ad Valorem Tax.

##### **Staff Contact:**

Aaron BeMiller, Finance Director, 360.753.8465

##### **Presenter(s):**

Aaron BeMiller, Finance Director

#### **Background and Analysis:**

The City is required to adopt a property tax levy Ordinance and file a levy certification with Thurston County by November 30, 2023. If no certification is filed, the County Assessor will levy the same amount as 2023. Under state law, property tax revenue increases are limited to the lesser of 1% or the Implicit Price Deflator (IPD) on the highest lawful levy amount. State law allows for add-ons from new construction, state assessed property, annexations, and refunds to be added to property tax revenue above the 1% legal limit. The IPD, which is a measure of the rate of inflation for personal consumption, is 3.67% for 2023. As such, the city is allowed to levy the full 1% increase on the highest lawful levy.

The 2024 general levy budget is based on a 1% increase over the previous year's highest lawful levy, plus allowable add-ons above the 1% limitation for collection in 2024. Should the County Assessor's Office adjust any levy amounts which impact revenue as they finalize their valuation process, the ordinance will be presented with those adjustments.

The regular levy for collections in 2024 totals \$21,115,373.02, this includes legally allowed add-ons for new construction, state assessed property, and refunds. Based on the current assessed value from the County Assessor's Office of \$11,200,868,233 and revenue budget of \$21,115,373.02, the estimated levy rate per \$1,000 of assessed valuation is \$1.89.

Additionally, the City will collect an excess levy to pay debt service on bonds issued with voter approval to fund fire facilities and equipment. In 2008, voters approved an excess levy to pay for a fire station, fire training facility, and equipment. Bonds were issued in 2009. This levy for 2024 will be \$1,075,863.19, which includes a refund levy of \$24,613.19. The estimated excess levy rate per \$1,000 of assessed value is a little less than \$0.10. The tax levy is used to pay the debt service on the fire bonds.

**Climate Analysis:**

This agenda item is expected to result in no impact to greenhouse gas emissions.

**Equity Analysis:**

One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

**Neighborhood/Community Interests (if known):**

Members of the community may have an interest in this agenda item as it deals with City finances and fiscal governance.

**Financial Impact:**

There is no financial impact resulting from this discussion. The current budget assumes \$21,115,373.02 in regular property tax collections and \$1,075,863.19 in collections for the fire station debt.

**Options:**

1. Hold a public hearing on the 2024 Ad Valorem Tax.
2. Do not hold a public hearing on the 2024 Ad Valorem Tax.
3. Reschedule the public hearing to another meeting.

**Attachments:**

None





## City Council

### Approval of Recommendations for an Olympia Youth Council

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 6.A  
**File Number:** 23-0953

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**Type:** decision   **Version:** 1   **Status:** Other Business

---

#### **Title**

Approval of Recommendations for an Olympia Youth Council

#### **Recommended Action**

##### **Committee Recommendation:**

The Community Livability and Public Safety Committee received a briefing on the recommendations for an Olympia Youth Council at their September 27 meeting and approved the recommendations to be forwarded to the full City Council for consideration.

##### **City Manager Recommendation:**

Move to approve the recommendations related to standing up an Olympia Youth Council.

#### **Report**

##### **Issue:**

Whether to approve the recommendations related to standing up an Olympia Youth Council.

##### **Staff Contact:**

Susan Grisham, Assistant to the City Manager, 360.753.8244

##### **Presenter(s):**

Susan Grisham, Assistant to the City Manager  
Dane Wolfram, Senior Manager Truclusion  
Ashley Gardner PhD, Qualitative & Quantitative Researcher, Truclusion  
Yien Folino, Principal, Truclusion  
Tre Simons, Olympia Youth Representative  
Christine Zhang, Olympia Youth Representative  
Gavin Cruz, Olympia Youth Advisor

##### **Background and Analysis:**

In June 2022, Councilmember Huynh, with the support of Councilmembers Parshley and Madrone put forward a referral requesting the hiring of a consultant tasked with researching successful youth council models and best practices; engaging and consulting with Olympia area youth and providing a recommendation to the Olympia City Council on how best to stand up an Olympia Youth Council.

In the summer of 2022, the City launched a Request for Proposal to select a firm to develop a recommendation. Interviews with respondents were held in October 2022. The contract was awarded to Truclusion, a firm out of Dupont that has experience developing similar programs in other Cities in Washington, including Tacoma.

Truclusion used a Human-Centered inclusive approach which helped guide the development of recommendations that would create a diverse, equitable, and inclusive Youth Council. An Olympia Youth Council will increase the sense of belonging and value of the youth in our community as they contribute to City government and decision making in a meaningful manner.

Throughout 2023, Truclusion engaged with Olympia Youth reaching across cultural, social and economic group identities. The focus on these areas increased diverse participation and captured stakeholders' unique perspectives in the formulation of recommendations for the Youth Council.

The breadth of this work includes research, community engagement and recommendations which are being presented to the Community Livability and Public Safety Committee for review and vetting before being forwarded to the full Council for consideration.

The recommendations include youth council structures and roles; age range for youth participants; youth representation from different schools in the area; number of members; length of term; member recruitment; how to meet youth where they are at; creative meeting formats; scope and work plan; long term youth council sustainability; coordinating with partners; and compensation (stipend and/or school credit).

**Climate Analysis:**

This project is not expected to have an impact on greenhouse gas emissions.

**Equity Analysis:**

Based on data from the Washington State Office of Superintendent of Public Instruction's "Report Card", minority enrollment in Olympia's schools is at 40% and approximately 20% of students are economically disadvantaged. (This data does not include students who are not in traditional schools, like home school or G.E.D programs.) One of the main goals of a Youth Council is to engage and lift up voices and perspectives of people who are often excluded from decision making and lack access to power.

**Neighborhood/Community Interests (if known):**

Youth in our community have expressed an interest in participating in decision making that effects their future.

**Financial Impact:**

The City has allotted \$30,000 for the contracted work using Council goal funds. Currently there is a \$40,000 request going through the 2024 budgeting process to begin work of standing up the Youth Council.

**Options:**

1. Move to approve the recommendations related to standing up an Olympia Youth Council.

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**Type:** decision **Version:** 1 **Status:** Other Business

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2. Amend and move to approve the recommendations related to standing up an Olympia Youth Council.
3. Take other action.

**Attachments:**

Youth Council Recommendations and Research



# **Youth Council Research & Recommendations** for the City of Olympia

Prepared by

**Truclusion**



# City of Olympia Youth Council Research & Recommendations

*“One thing I find to be especially intriguing about the idea of the youth council is that it can help inspire others in the community. My hope is that no matter what the youth council does, it helps to create a better community and encourages others to help as well.”*

*- an Olympia youth*

September 2023  
Olympia, Washington

Prepared by:

**Truclusion**

Yien Folino  
Dr. Ashley Gardner  
Dane Wolfrom  
Dr. Tiffany Monique Quash  
Lorena Najarro  
Marvin Jones  
Rachel Wallis

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### EXECUTIVE SUMMARY

The City of Olympia is exploring the creation of a platform for youth to engage their local government and be a part of decisions made that affect them in the short term and long term. In December 2022, the City contracted Truclusion to research successful youth council models and best practices across the country, engage Olympia youth to inform recommended models, and provide recommendations to the Olympia City Council on the structure and implementation for a future youth council in Olympia. The City requested recommendations for thirteen specific items: youth council structures and duties; age range for participants; youth representation from different schools in the area; number of members; length of term; member recruitment; meeting youth where they are at; creative meeting formats; scope and work plan; long term youth council sustainability; coordinating with partners; compensation; and staffing needs.

Truclusion implemented a multi-faceted work plan, that concurrently engaged local Olympia youth and conducted research of youth councils across the United States. The first step was forming a group of local Olympia youth to participate in defining what will constitute a successful youth council in Olympia, so that the national research could be relevant to Olympia. Truclusion initiated a recruitment process that employed social media, flyers posted throughout Olympia, and engaged twenty-seven local youth-serving organizations, middle schools, high schools, and colleges. A total of 44 youth were selected to participate as “Olympia Youth Council Advisors.” Those 44 youth represented sixteen different geographical sections of Olympia, twelve different schools, eleven unique races, a variety of living conditions, and a plethora of extracurricular activities. (Detailed demographics of Advisors can be found on pages 66-67.)

The ideation processes and results from Olympia Youth Council Advisors are summarized beginning on page 7. The virtual and in-person sessions were run by two youth who volunteered. The youths collectively identified seven measures of what a successful youth council would be to them: *A council that...*

- ✓ *contributes real change in the community*
- ✓ *collaborates and hosts events for youth*
- ✓ *empowers, elevates, and hears the voices of Olympia youth*
- ✓ *sustains from year to year, with initiatives continuing*
- ✓ *is supported by the community*
- ✓ *has protocols ensuring welcome, open, and respectful discussions*
- ✓ *represents the diverse community within Olympia*

Having local youths’ standards of success, Truclusion was able to conduct a mixed methods research study of youth councils across the country. 74 youth councils across 23 states were identified. 290 documents, including webpages, subpages, application forms, bylaws, and handbooks from those youth councils were analyzed to extract relevant data regarding how youth councils are constructed, organized, designed, and implemented.

The 74 youth councils were invited to complete questionnaires. Youth council liaisons and youth council members received separate questionnaires. The liaisons’ survey gathered data regarding the ways youth councils are structured, organized, and maintained, including structural questions on youth council membership, positions, committees, processes, sustainability,

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

meetings, and overall impact. The youth council member survey captured youth council members' first-hand experiences, satisfaction levels, participative outcomes, and best practices from the youths' perspective.

After national research concluded, the Olympia Youth Council Advisors met to provide informed recommendations for a youth council in Olympia, using research findings and their own experiences and perspectives. Collaborative processes supported by Truclusion gathered local youth perspectives, enabled group discussions, and culminated in twenty-three recommendations being agreed upon by the Olympia Youth Council Advisors. Results of the national research and the Olympia Youth Council Advisors recommendations are reported in *Results of National and Local Research*, beginning on page 29. Each section is separated into three subsections:

- **Standard Practices** are the most common practices found across the United States
- **Best Practices** are recommendations from current youth council members and liaisons
- **Local Youth Recommendations** are the product of the Olympia Youth Council Advisors

After the research concluded and standard practices, best practices, and local youth recommendations were compiled, Truclusion used the research and Truclusion's experience empowering youth to prepare recommendations for the City. Most of the recommendations reflect both the informed desires of Olympia Youth Council Advisors and standard/best practices across the country. In cases where recommendations depart from the Olympia Youth Council Advisors, explanations behind the deviation are included. Below are the final 23 recommendations. Detailed explanations for each recommendation with reference to supportive research begins on page 9.

### **Recommendations specifically requested by the City of Olympia**

#### **1. Youth council structures and duties –**

Name: *Olympia Youth Council*

Housed: *Housed under City Government similar to City Council committees*

Funding: *Funded from City General Fund, with access to grants, donations, other sources*

Approach: *Youth-Centered, meaning youth identify the priorities, approaches, and solutions in which the youth council engages*

Duties: *Community Service; Civic Engagement; Connect Youth with Other Youth, Resources, and Opportunities; and Advise City Council on youth matters in the community*

#### **2. Age range for youth participants – 14 to 20 years old**

#### **3. Youth representation from different schools in the area – Include student status and school attended as part of the nominating process that considers and prioritizes diversity**

#### **4. Number of members – Twenty (20)**

#### **5. Length of term – Youth Council terms shall be one-year in length, and a limit of four terms**

#### **6. Member recruitment – Short-term: *heavy outreach through schools, local organizations, and social media*; Long-term: *social media, marketing in schools, host youth-centered events***

#### **7. How to meet youth where they are at –**

- Inclusive meeting times and modalities (complete list on page 12)
- Provide current City expense defrayment stipends to youth council members



# Youth Council Research & Recommendations

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8. **Creative meeting formats** – Each youth council cohort will set meeting locations and formats
9. **Scope and work plan** – A detailed description of scope and work plan is located on page 13
10. **Long term sustainability** – Provide community engagement, youth empowerment, clear structure, effective marketing, equitable appointments, and ethical youth-centered leadership
11. **Coordinating with partners (i.e. school board, nonprofits)** – Youth council has authority to partner, within budget, with community entities and organizations
12. **Compensation, Stipends, and/or school credit** – No compensation; service hours allowed
13. **Staffing needs** – A detailed list of responsibilities and hours is on pages 14-15

### **Recommendations requested by Olympia Youth Council Advisors**

14. **Possible types of impact an Olympia youth council can achieve** –
  - Secure more resources allocated to opportunities for Olympia youth
  - Develop a greater sense of community amongst Olympia’s youth
  - Create more opportunities to be outside and in the city
  - Foster greater opportunities for youth to volunteer, apprentice, intern, and get jobs
  - Help clean the community’s environment
  - Host town halls to address problems like STDs and drug epidemics
  - Design and implement a mural or sponsor other community art
  - Impact policy on issues such as education, health, environment, and social justice
  - Establish and fund a youth scholarship
15. **Best community representation** – Establish a nomination process that ensures the youth council represents all of Olympia youth

### **Additional Recommendations from Truclusion**

16. **Appointment Process** – A detailed appointment process recommendation begins on page 16
17. **Number of leadership positions** – Seven (7)
18. **Onboarding** – 3 x two-hour sessions each June for upcoming new members and leadership
19. **Residency** – The majority of Youth Council members shall reside within City limits
20. **Eligibility** – Immediate family members of City Councilmembers or the Executive Team shall not be eligible for appointment to the Youth Council
21. **Vacancies** – regular members: next appointment cycle; leadership: by youth council vote
22. **Recommended budget expense lines** – Detailed budget expense lines located on page 18
23. **Ensure provision of viable youth engagement tool(s)** – Guidance for plan creation with collaboration and guidance from City staff

Following the detailed recommendations section that begins on page 9, are three templates that transform the recommendations into adoptable language for the City to use in establishing a youth council: (1) ordinance components for a youth council, (2) initial youth council procedures, and (3) next steps for teeing up a successful launch of a reflective, thriving, and sustainable youth council. These document templates begin on page 20.

# Youth Council Research & Recommendations for the City of Olympia, Washington

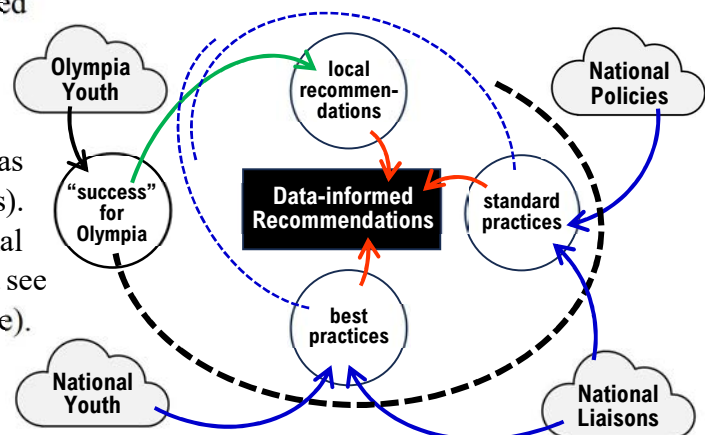
## INTRODUCTION

The City of Olympia is exploring the creation of a platform for youth to engage their local government and be a part of the important decisions being made now that affect them in the short term and long term. In December 2022, the City contracted Truclusion to research successful youth council models and best practices from across the United States. During that contracting process, the City stated...

*Early civic engagement is mutually beneficial to young people and to the communities they live in. In particular, participation in government is especially important for youth with diverse identities who traditionally have not had a seat at the table in government settings. Youth civic engagement is foundational to establishing sustained involvement in the democratic process. The intent of a City of Olympia Youth Council will be to foster collaboration between young people and the governing bodies that serve them in various decision-making processes. The City wants young people to take a more active role in decisions regarding programs and policies impacting them. A Youth Council can assist City policymakers in ensuring they are considering fresh perspectives and ideas for addressing the long-term needs of community members.*

The City contracted Truclusion to research successful youth council models and best practices, engaging and consulting with local Olympia youth to inform recommended models, and providing recommendations to the Olympia City Council on the structure and implementation of an Olympia Youth Council. The City specifically requested recommendation on: youth council structures and duties; age range for youth participants; youth representation from different schools in the area; number of members; length of term; member recruitment; how to meet youth where they are at; creative meeting formats; scope and work plan; long term youth council sustainability; coordinating with partners; compensation; and staffing needs.

Truclusion implemented a five-phased human-centered approach to reaching data-informed recommendations. **Phase I** was identifying local and national respondents for the study. In **Phase II**, local Olympia youth defined what “success” means for a local youth council (solid black line), and then that definition was used to inform research questions (dotted black line). **Phase III** was conducting national research (blue lines). **Phase IV** was presenting results of national research to Olympia youth (dotted blue) and see what their recommendations are (green line). Final recommendations from national research and local youth were formed in **Phase V** (orange lines).

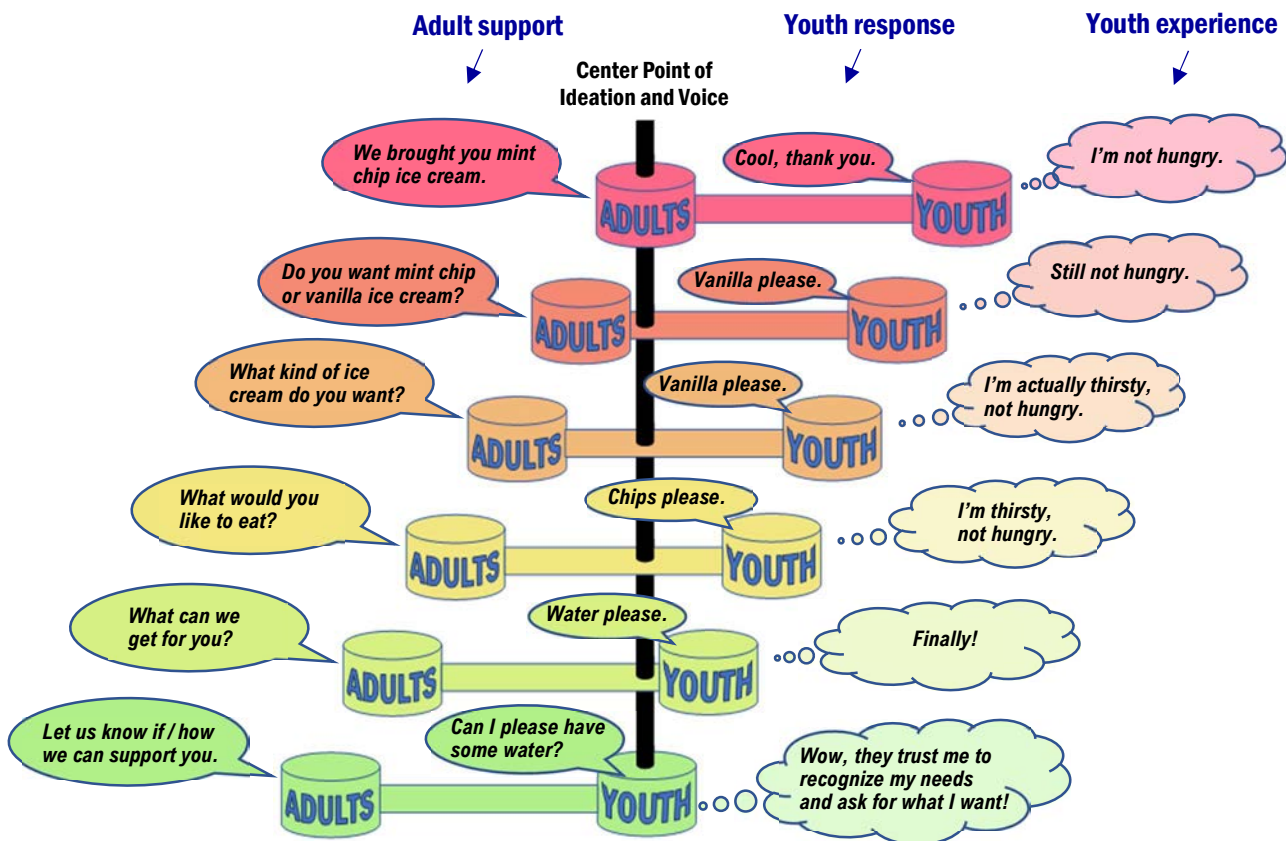


Paramount to being genuine in seating youth at a proverbial ‘table’ where they actively participate in decisions regarding programs and policies that impact them, is ensuring that they help design the ‘table’ themselves. Otherwise, it is too easy for “collaboration” between youth and government bodies to unilaterally serve the governing bodies, with adults setting how

# Youth Council Research & Recommendations for the City of Olympia, Washington

collaboration, active role, voice, assistance, and other benchmarks of potential empowerment are defined and what they look like. It is natural occurrence for adults to unconsciously preselect options attractive to themselves, ask youth to choose between those options, and then praise themselves for including youth in the decision. It is not hard to image that all the decision options provided to youth under such an adult-shaped relationship may often be unpalatable for youth. However, if youth have previously been excluded from participating in City governance, they will likely accept a subordinated seat at the table with hope that one day they will be able to make an impact for their group. However, the research herein suggests that a youth council structured in such a subordinated way will not only misrepresent the perspectives, desires, and needs of youth, but will also struggle to sustain itself as a council.

Consider the below diagram of where the ideation and voice are centered based on an adult's innate perspective of supporting youth. On the one hand, when adults make assumptions about what youth want (red colors), the feedback received by the adults can appear positive, and yet the needs of youth may be completely missed. On the other hand, when adults empower the youth to ideate (green colors), their needs can be met. The diagram only reflects the centering of ideation and voice. Centering power depends on other factors, such as decision-making ability and access to resources.



The approach Truclusion took to ensure Olympia youth help design their own future youth council included engaging a group of 44 local youths as Olympia Youth Council Advisors to complete two pieces of work. The first piece of work was defining what Olympia Youth Council Advisors' definition of "success" would mean for an Olympia youth council, and what questions



# Youth Council Research & Recommendations for the City of Olympia, Washington

they need answered from other youth councils across the country to shape a future youth council in Olympia. The second piece of work occurred after Truclusion conducted research of youth councils across the country. The Olympia Youth Council Advisors reconvened to codify their vision and list of recommendations for a future youth council in Olympia. The results of this work are included in *Results of National and Local Research* (beginning on page 29) under the *Local Youth Recommendations* subsections. Further information about Olympia Youth Council Advisors selection and methodology is detailed in the *Research Methodology* section beginning on page 62.

## Olympia Youth Council Advisors Initial Ideation Process

The first step was defining what having a “successful” youth council means to Olympia youth, and which questions should be asked for national research. The Olympia Youth Council Advisors met for the first time on April 16, and the session was completely run youth who had volunteered. They started with an anonymous word cloud prompt “What are you feeling right now?” The most common responses were *excited*, *inspired*, *tired*, *happy*, *nervous*, and *calm*.



From that initial prompt, further interactive activities and discussions emerged. The session broke into groups to ideate answers to the question, “What will a successful Olympia Youth Council look like?” The groups brainstormed answers and placed them onto Jamboards. All the answers were collected into one master board. There were more than fifty statements describing what a successful youth council will look like. Here is a snapshot of the final master board:



# Youth Council Research & Recommendations for the City of Olympia, Washington

The statements were grouped into seven primary goals that the Olympia Youth Council Advisors identified as priority measures of what a successful youth council would be in Olympia:

*A council that...*

- *contributes real change in the community*
- *collaborates and hosts events for youth*
- *empowers, elevates, and hears the voices of Olympia youth*
- *sustains from year to year, with initiatives continuing*
- *is supported by the community*
- *has protocols ensuring welcome, open, and respectful discussions*
- *represents the diverse community within Olympia*

The above themes are answered throughout the *Results of National and Local Research* from youth councils across the country (beginning on page 29). The Olympia Youth Council Advisors also reviewed the recommendation topics that the City asked to be researched, and provided two additional questions of their own. The final list of recommendations specifically requested from the City of Olympia and the Olympia Youth Council Advisors included:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Possible types of city change | <input type="checkbox"/> Coordinating with partners | <input type="checkbox"/> Number of members  |
| <input type="checkbox"/> Best community representation | <input type="checkbox"/> Creative meeting formats   | <input type="checkbox"/> Length of term     |
| <input type="checkbox"/> Diverse school representation | <input type="checkbox"/> Scope and work plan        | <input type="checkbox"/> Compensation       |
| <input type="checkbox"/> Meeting youth where they are  | <input type="checkbox"/> Participant age range      | <input type="checkbox"/> Staffing needs     |
| <input type="checkbox"/> Council structures and duties | <input type="checkbox"/> Long term sustainability   | <input type="checkbox"/> Member recruitment |

## National Research to Identify Standard Practices and Best Practices

Truclusion collected qualitative and quantitative data from across the United States and conducted a mixed methods study. The first step was using city and youth council websites to gather tangible data on youth councils across the country. Truclusion identified seventy-four youth councils from twenty-three states that had publicly available data to explore. (More than a third of the cities studied had populations between 35,000-95,000.) From those cities, 290 documents were analyzed, including youth council webpages, subpages, application forms, bylaws, and handbooks. All seventy-four youth councils were invited to participate in completing surveys, of which 31 participated (more than a third of these 31 had populations between 35,000-95,000).

Adult youth council advisors/liaisons from the 31 cities were surveyed to understand how youth councils are structured, organized, and maintained, including structural questions on youth council membership, positions, committees, meetings, processes, sustainability, and overall impact. Youth council members (youth) were surveyed to capture first-hand experiences, satisfaction levels, participative outcomes, and best practices from youths' perspectives.

## Olympia Youth Recommendations

After national research concluded, Truclusion provided the research results to Olympia Youth Council Advisors. The Advisors were then tasked with recommending what they believe is best for a future youth council in Olympia, using their understanding of national standards, best practices, and what will best serve youth in Olympia. The Olympia Youth Council Advisors self-adopted a 66% supermajority threshold for any recommendation they approved. Their approved recommendations are presented under the "Local Youth Recommendations" part of each section in the *Results of National and Local Research* beginning on page 29.

### RECOMMENDATIONS

Recommendations for the City of Olympia generally follow those provided by the Olympia Youth Council Advisors, especially when the Advisors' recommendation matches researched best practices and/or standard practices from across the country. There are some recommendations that only match best practices or standard practices from the national research. In each case that a recommendation differs from the recommendation provided by Olympia Youth Council Advisors, an explanation is provided.

### Recommendations specifically requested by the City of Olympia

#### 1. Youth council structures and duties

**Structures** – Youth council structure recommendations are generally covered in the *Youth Council Structure* section of *Results of National and Local Research* (beginning on page 29).

**Name:** Olympia Youth Council (supported by standard practices, p. 39)

**Housed:** Housed under City Government as other City committees (standard practices, p. 39)

**Funding:** Funded from the City General Fund, with access to grants, donations, and other like sources. (standard practices, p. 39)

**Youth-Centered Approach:** A council led by the youth, with youth voices amplified, youth having decision-making power for the council, autonomy to engage in youth-related initiatives, and youth feeling heard. (Olympia Youth Council Advisors, p. 40)

**Duties** – Youth council duties recommendations are generally covered in the *Youth Council Purpose & Responsibilities* section of *Results of National and Local Research* (beginning on page 34). Since the Olympia Youth Council Advisors' ideation of the purpose of a youth council in Olympia (page 37), Truclusion is recommending it entirely with some simplification wording changes for the engagement section that hopefully does not take away any of the intentions of the youth. Truclusion recommends adding advising the City Council (standard practices, p. 35).

**Community Service** – plan and run city-wide events within budget, service projects, scholarships, and additional youth-centered programs, attend and assist general city-wide events important to youth, and volunteer for city initiatives they support.

**Civic Engagement** – engage with the city government in various ways, including providing recommendations and/or advising the City Council and other City of Olympia officials on city-wide issues related to government affairs and policy in an effort to consider the voice of youth in decision making processes.

**Connect Youth with Other Youth, Resources, and Opportunities** – serve as a connection between the city and Olympia youth, specifically responsible for speaking on behalf of the youth of the city while also engaging youth with city initiatives, hearing from community members, managing youth-relevant initiatives, establishing partnerships with additional youth groups, providing and sharing opportunities for youth, and establishing and maintaining a media presence.

**Advise the City Council** on youth community member concerns on matters in the community.

### 2. Age range for youth participants

**Youth Council Members: 14-20 years old on first day of term.** Olympia Youth Council Advisors recommended a minimum age of 14 and a maximum age of 20, to allow “a wider range of opinions and views” (page 43). This age range is supported by standard practices. For clarity, Truclusion recommends that the age be calculated on the first day of the term. A thirteen-year-old can be appointed if they turn fourteen years old prior to the term starting (which means that they may be thirteen years old during onboarding). A twenty-year-old may be appointed as long as they do not turn twenty-one prior to or on the first day of the term.

**Non-Youth Council Member Participants: 13-21 years old on day of participation.** For youth who may be participating in youth council activities and is not a youth council member, Truclusion recommends allowing youth thirteen to twenty-one years of age. 13-year-olds are recommended since anyone who is eligible to apply for an upcoming term should be able to participate in youth council activities so that they may become familiar with youth council business prior to application. Since a member may turn twenty-one during their last term, the participation of other twenty-one-year-olds who are not youth council members is also recommended.

### 3. Youth representation from different schools in the area

Olympia Youth Council Advisors identified having students from different schools as a key indicator of a successful youth council. However, similar to the high value they placed on diversity (see recommendation #15), they did not want one specific identity—including school one attends—to be the sole reason for someone to be appointed to the council. Also, while being a student is one identity, so is also not being a student. Truclusion’s recommendation for school representation is to include student status and school attended as part of the nominating process that prioritizes diversity: (i.e., *Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, school enrollment, race, and ethnicity on the Youth Council. No geographic, gender, age, student status, race, nor ethnicity restrictions shall be placed on applicant eligibility.*)

### 4. Number of members

Recommendation is twenty (20) members on the youth council, with twenty being a standard but not a rule. This means every effort short be made to maintain twenty youth on the council. However, if twenty suitable youth are not available, or if members resign mid-term, it shall not be necessary to appoint unsuitable members or new members mid-term. *Note: Since the recommended appointment process (page 44) recommends that nominations originate from a youth panel, it ensures that the idea of “suitable” is defined by youth and not adults.*

The number twenty comes from Olympia Youth Council Advisors recommending that a future Olympia Youth Council have between 18 and 20 members (page 43) and standard practices showing that the average youth council size across the country is twenty members (page 41). Understanding the large amount of work that the Olympia Youth Council Advisors envisions for a youth council, Truclusion believes that the highest number in the range offered is ideal.



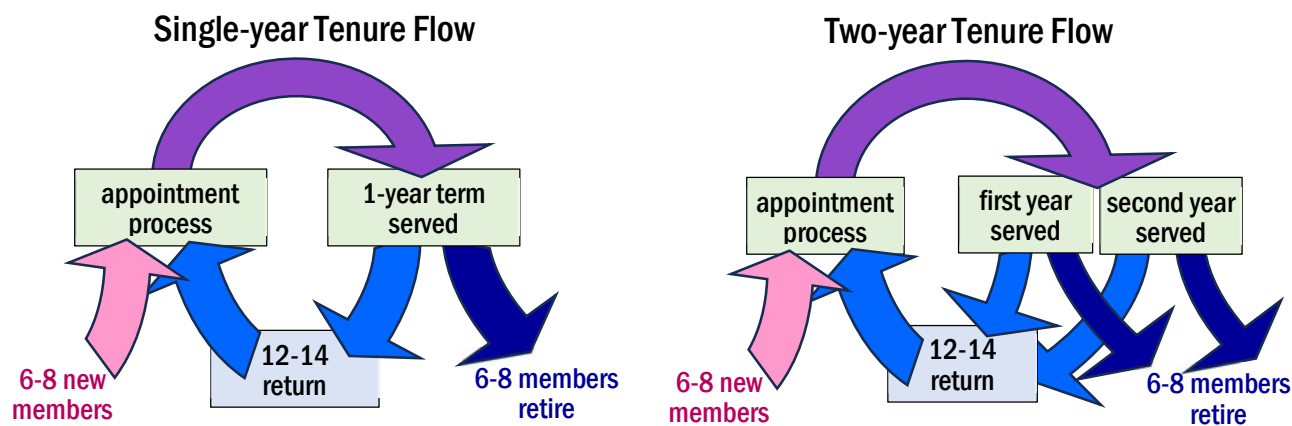
# Youth Council Research & Recommendations for the City of Olympia, Washington

## 5. Length of term

Truclusion recommends Olympia adopt a one-year term, and is providing a secondary, two-year term option if one-year terms is not possible. Youth council members across the country recommend two strategies: First, experienced and inexperienced youth should serve on the council at the same time, which is accommodated by both one-year and two-year terms (best practices, p. 49). Second, youth should recommit each year, meaning either a one-year term or a two-term term with the ability to offload members mid-term (best practices, p. 49). Olympia Youth Council Advisors agree with both strategies, and they recommend single-year terms in Olympia because it “Gives more freedom to do it to more people including [high school] seniors. Flexibility to everyone so we can have more people actively participating” (p. 50).

Olympia Youth Council Advisors noted that if a one-year term is not possible, then maximum of a two-year terms, and there should be a “check-in” between years one and two, with the possibility of dropping out or removal after one year (p. 50). Below are tenure flow charts based on a 65% retention, including 65% of youth leaving after their first year in a two-year term.

Best practices suggest the average length of youth council service across the country is three years (p.49). Olympia Youth Council Advisors believe three years is the *ideal* number of years youth serve for maximum benefit to the community (p. 50). Truclusion recommends a one-year term to support the idea of serving three years, to help youth avoid removing members each year, and to make participation more appealing to youth (p.49).



Regardless of term length, Truclusion recommends a streamlined nomination process for returning youth council members (best practices, p.49). Whether Olympia adopts a single-year term or two-year term, terms are recommended to begin on September 1 and end on August 31 (Olympia Youth Council Advisors, p. 50) and have a term limit of four years (Olympia Youth Council Advisors, p. 50).

## 6. Member recruitment

**Short-term**, meaning to seat the first cohort, Truclusion recommends the city follow the same procedures as was done to seat the Olympia Youth Council Advisors. This recruiting process was heavy on outreach through schools, local organizations serving youth, and social media. Truclusion also recommends promoting the first cohort using word-of-mouth from the forty-two Olympia Youth Council Advisors.



# Youth Council Research & Recommendations

## for the City of Olympia, Washington

**Long-term**, meaning after the second cohort, Truclusion forwards the recommendations of the Olympia Youth Council Advisors, and recommends that there be a standing subcommittee to perform the following:

- Marketing the youth council to Olympia youth (page 33)
- Operationalize social media to strategically engage Olympia youth
- Direct market the youth council in schools
- Host youth-centered events

### 7. How to meet youth where they are at

Meeting Olympia youth where they are at is a city-specific endeavor. Consequently, recommendations here rely heavily on a blend of Olympia Youth Council Advisors and current city procedures.

**All-council Meetings** – The majority of all-council business through September through March, scheduling two business meetings at least two weeks apart, 4:00-6:00pm on Wednesdays, in the above months. Meetings should be held as long as there is business to attend to. (Olympia Youth Council Advisors p. 48, best practices pp. 45-46) After review of other City governance and schoolboard calendars, Truclusion recommends that the meetings be held on the first and third Wednesday on months having two meetings, and first Wednesday on months with one meeting. This is to not conflict with other City governance and school meetings. On average, youth council members from across the country said meetings should be planned to last no longer than an hour and a half (best practices p. 46), so the Olympia Youth Council Advisors blocked a 2-hour limit.

**Subcommittee Meetings** – Subcommittee meetings Mondays, Tuesdays within a 7:00pm-9:00pm window because it precedes Wednesday all-council meetings and “opens up time after sports/school/etc.” Subcommittee meetings were recommended as hybrid with advanced notice so it “Makes it more accessible, emphasizes equity while having an in-person alternative for more efficient meeting” (Olympia Youth Council Advisors, p. 48).

**Meeting Modalities** – All-council meetings where votes are taken should be “hybrid,” having both an in-person and remote option. Subcommittee meetings where votes are taken should also be hybrid (Olympia Youth Council Advisors, p. 48). “Working” meetings where youth council work is conducted but no official votes are taken can be either in-person or hybrid (best practices p. 48)

**Meetings falling on holidays** – Meetings falling on holidays be rescheduled at least two meetings prior. (Olympia Youth Council Advisors p. 48)

**Providing access** – To improve access for all youth, recommend applying the current City expense defrayment stipends to youth council members, in order to help offset transportation, meals and childcare expenses for city governance participation, with a higher defrayment allowed for individual with greater resource needs (best practices, p. 42)

### 8. Creative meeting formats

To hold true to the Olympia Youth Council Advisors’ desire to have a youth-centric council (p. 40) and based on Truclusion’s years of setting up youth-led organizations, the recommendation is to allow youth council leadership flexibility to set meeting location and format for each cohort and meeting as determined applicable by youth council leadership. Subcommittee and workgroup meetings are also recommended to have flexibility in meeting location and format as desired by those running such

# Youth Council Research & Recommendations

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meetings. It is strongly encouraged that youth council leadership be exposed to different meeting formats and leadership styles. It is also recommended that the first cohort...

- have the first six meetings intentionally scripted and debriefed with different meeting elements so that youth can encounter and evaluate experiences
- rotate youth leading the first six meetings so that they can better understand how to establish meeting goals and match meeting elements to maximize meeting impact.
- develop a business meeting agenda template

### 9. Scope and work plan

For Scope, please see *Youth council structures and duties* (#1 above). For work plan, holding true to the Olympia Youth Council Advisors' desire to have a youth-centric council (p. 40) and based on Truclusion's years of setting up youth-led organizations, the recommendation is to allow each youth council cohort to flexibility to define their own work plan. A first year workplan is recommended to complete the formation of a youth council. That would include in alphabetical order:

- Begin budget process for fiscal year 2025 youth council activity expenses, which includes understanding the difference between activity expenses, administrative expenses, and capital expenses.
- Codify youth involvement and driving values for Youth Council appointment processes (both for council members, subcommittee members, and leadership), and support 2024-2025 appointment process.
- Determine how to include non-youth council member youth who wish to contribute to the Youth Council (do they serve with or without receipt of stipend to offset defray expenses.)
- Develop Business Meeting Agenda Template
- Leadership and other Positions, and corresponding responsibilities
- Plan and hold regular and leadership onboardings for 2024-2025 youth council members
- Plan First Youth Council Community Event
- Provide quarterly reports to City Council
- Standing and Initial Subcommittee Descriptions and Responsibilities
- Subcommittee appointments
- Create a Youth Council Governance FAQ, that includes...
  - Roberts Rules Basics
  - Youth Council Organizational Chart
  - How to Spend Money
  - Expectations of Youth Council Members
  - How to receive stipends
  - How to receive community service hours
- Youth Council Master Calendar template (with dates/responsibilities such as meetings, reporting to City Council, budgeting, CLPS work plan meeting, onboardings, etc...)
- Youth Council Mission, Vision, and/or Purpose Statements
- Youth Council Values
- What things need to be voted on at Council/Subcommittee level, which need no vote, which need City Council or City Manager approval

## 10. Long term youth council sustainability

To ensure a self-sustaining youth council, community engagement and youth empowerment must be prevalent and prioritized (best practices, pp. 31-32)—which explains the recommendation of substantial facilitation and support staff hours scheduled in recommendation #13, Staffing needs. Four additional recommendations to support a sustainable and thriving youth council come directly from the Olympia Youth Council Advisors’ recommendations (p. 33).

**Clear structure** - the council should be organized, have routine meetings, and lay out clear duties, responsibilities, and goals

**Effective marketing** - to ensure Olympia’s youth are aware the youth council exists

**Equitable selection process** - and appointing youth who “want to be there”

**Ethical youth-centered leadership** - creating awareness of council and recruiting future members

## 11. Coordinating with partners (i.e. School Board, nonprofits)

It is recommended that a youth council have the authority to partner, within budget, with community entities and organizations (best practices p. 36, standard practices p. 34)

## 12. Compensation, stipends, and/or school credit

Since the City of Olympia does not pay committee members for their service, it is not recommended to compensate youth council members.

**Service Hours** – It is recommended that youth council members be able to log their time serving the Youth Council, and report logged hours as “community service hours” for any outside purpose, i.e., school, scholarships, court order, etc. (Olympia Youth Council Advisors p. 44, best practices p. 42, standard practices p. 41).

**Expense defrayment stipends** – Considering the substantial personal time and resources required to fully participate in a youth council, the cost of surrendering other academic/ nonacademic endeavors, and needing to abandon family obligations in order to participate in a youth council, it is appropriate for the City to provide expense defrayment stipends that help offset transportation, meals and childcare expenses (best practices, pp. 42-43). The City of Olympia has such an expense defrayment process, and it is recommended that the process be extended to include youth council members.

## 13. Staffing needs

The recommended list of staff responsibilities are taken from the Olympia Youth Council Advisors’ recommendation (page 54), which includes...

- Work with Youth Council and City to ensure youth council member safety and well-being
- Provide and/or secure facilitation guidance and support
- Logistically support Youth Council guest speakers
- Support event coordination and planning as requested by Youth Council
- Assist grant writing for projects as needed
- Finding and reserving meeting space for the youth council
- Ordering supplies and equipment
- Manage Youth Council attendance and stipend disbursements

# Youth Council Research & Recommendations for the City of Olympia, Washington

Considering the entire scope of a future youth council, it is recommended to budget facilitation hours at the below schedule, which reflects using an outside facilitation team to train a staff liaison over the first eighteen months. When a future staff change occurs, a rise in outside consulting hours should be expected:

	2024	2025	2026	2027
<b>Email and Phone Communications</b>	<b>223</b>	<b>404</b>	<b>380</b>	<b>380</b>
Full time employee hours	175	350	350	350
Outside consultant hours	48	24	0	0
<b>Meeting Prep, Attendance, Debriefs</b>	<b>400</b>	<b>364</b>	<b>316</b>	<b>296</b>
Full time employee hours	260	296	296	296
Outside consultant hours	140	68	20	0
<b>Administrative &amp; Budget Work</b>	<b>116</b>	<b>116</b>	<b>116</b>	<b>116</b>
Full time employee hours	116	116	116	116
Outside consultant hours	0	0	0	0
<b>Outside Advocacy</b>	<b>8</b>	<b>16</b>	<b>16</b>	<b>16</b>
Full time employee hours	8	16	16	16
Outside consultant hours	0	0	0	0
<b>Youth-run Events</b>	<b>40</b>	<b>72</b>	<b>72</b>	<b>72</b>
Full time employee hours	40	72	72	72
Outside consultant hours	0	0	0	0
<b>Recruiting and Appointment Process</b>	<b>80</b>	<b>64</b>	<b>54</b>	<b>52</b>
Full time employee hours	52	52	52	52
Outside consultant hours	28	12	2	0
<b>Member &amp; Leadership Onboarding</b>	<b>78</b>	<b>53</b>	<b>53</b>	<b>28</b>
Full time employee hours	28	28	28	28
Outside consultant hours	50	25	25	0
<b>Youth Requested or Mediation</b>				
Full time employee hours	36	36	36	36
Outside consultant hours	36	24	12	0
<b>Miscellaneous</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
Full time employee hours	20	20	20	20
Outside consultant hours	20	20	20	20
<b>TOTAL HOURS</b>	<b>1,021</b>	<b>1,135</b>	<b>1,053</b>	<b>1,006</b>
Full time employee hours	735	986	986	986
Outside consultant hours	286	149	67	20

## Recommendations requested by Olympia Youth Council Advisors

### 14. Possible types of impact an Olympia youth council can achieve

Olympia Youth Council Advisors specifically requested research be done on what kind of change can be possible with a youth council. 89% of youth council members studied indicated that they believe their youth council makes a city-wide impact (page 36). Specific forms of viable change that came up in research (pp. 34-38) include:

- Secure more resources allocated to opportunities for Olympia youth
- Develop a greater sense of community amongst Olympia's youth
- Create more opportunities to be outside and in the city, like public parks, events, recreational activities, teen entertainment spots, artistic spaces, community projects
- Foster greater opportunities for youth to volunteer, apprentice, intern, and get jobs

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

- Help clean the community environment
- Host town halls to address problems like STDs and drug epidemics
- Design and implement a mural or sponsor other community art
- Impact policy on issues such as education, health, environment, and social justice
- Establish and fund a youth scholarship

### 15. Best community representation

Truclusion endorses the Olympia Youth Council Advisors recommendation of setting a nomination goal that ensures the youth council represents all of Olympia youth (p. 40), including race, gender identity and expression, economic backgrounds, sexual orientation, ability, and more. The Olympia Youth Council Advisors do not want a specific identity to be the sole reason for appointment to the council (p. 40). Here is recommended language informed by the Olympia Youth Council Advisors:

*Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, school enrollment, race, and ethnicity on the Youth Council. No geographic, gender, age, student status, race, nor ethnicity restrictions shall be placed on applicant eligibility.*

Truclusion recommends all questions on youth council applications be open-ended questions, and that applications are accessible to youth with a disability, do not speak English, or have no internet access.

## **Additional Recommendations**

### 16. Appointment Process

The following application, nomination, and appointment process is recommended based on the vision of the Olympia Youth Council Advisors (p. 56)...

1. The Youth Council Selection Panel is appointed by the Community Livability and Public Safety Committee, and shall include up to seven (7) youth and up to two (2) non-voting ex officio adults, all of whom have received bias training. Ex officio adults will only ask questions of youth and will not offer opinions, even if asked.
2. Youth Council applicants will each decide their own form of application (e.g., written, recorded, visual, interview, via recommendations, previous Youth Council experience, or other method).
3. Youth Council candidates will be nominated based on their potential of representing Olympia youth and contributing to a thriving, engaged and effective Youth Council.
4. The youth on the Youth Council Selection Panel will provide CLPS a slate of recommended seven (7) priority executive leadership nominees, eight (8) priority regular member nominees, and up to six (6) additional names for secondary regular member consideration with observations offered about each candidate.
5. The ex officio adults on the Youth Council Selection Panel may provide CLPS up to three (3) regular member nominees for secondary consideration, with observations offered about each candidate.
6. CLPS shall forward a full slate to the City Council for appointment of the recommended slate of priority candidates plus 4 youth from the list of additional names.
7. The City Council considers (approves) a recommendation to the full City Council for appointment of the recommended slate plus 4 youth from the list of secondary candidates.

### 17. Number of leadership positions

Due to the expansive scope and responsibilities the Olympia Youth Council Advisors envision, it is recommended to have seven (7) leadership positions for the youth council. This is supported by standard practices, which shows that the number of leadership roles for youth councils across the country ranges between one and eleven (p. 52).

### 18. Onboarding

Standard practices (p. 36) and Olympia Youth Council Advisors (p. 50) mentioned the need for training. One Advisor provided an example of what this could look like: “At the beginning of the year, offer training and capacity-building opportunities to youth council members such as through workshops or seminars that empower them with the necessary knowledge and expectations” (p. 40). While regular exposure to management and interpersonal development will help all youth council members, specific onboarding for first time members is recommended the last three Wednesdays in June, 4:00-6:00pm, the first and third hybrid modality and the second session in-person only. (Olympia Youth Council Advisors, pp. 40 and 48). Truclusion chose the last three Wednesdays because there is a regularly scheduled Youth Council business meeting on the first Wednesday, and the time 4:00-6:00 is the same time as regular business meetings. The second session being in person is to perform some team-building that cannot be completed remotely. One of the onboarding goals identified by an Olympia Youth Council Advisors is creating an environment where “members are comfortable with each other and feel heard, and therefore aren't afraid to speak their minds respectfully.”

Olympia Youth Council Advisors recommended leadership training should have three sessions in late June or early July with each being two hours in duration, and with a requirement to attend at least one in-person session (p. 48). Truclusion recommends that leadership members participate in a leadership onboarding immediately following the new member onboardings, from 6:00-8:00pm on the last three Wednesdays of June preceding each leadership term. Leadership is recommended to attend onboarding prior to each year they serve in a leadership role.

### 19. Residency

Not specifically addressed by Olympia Youth Council Advisors, and based on observed discussions of Advisors wanting youth outside the official city limits of Olympia to be able to participate on the youth council, Truclusion recommends resident approach similar to other City of Olympia Committees: *The majority of Youth Council members shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.*

### 20. Eligibility

Not specifically addressed by Olympia Youth Council Advisors, and to avoid any appearance of unethical carryings-on, Truclusion recommends that immediate family members of Olympia’s Executive Team or Councilmembers shall not be eligible for appointment to the Youth Council.

### 21. Vacancies

Based on the proposed seating of 20 youth council members at the beginning of each term, Olympia Youth Council Advisors’ recommended range of between 18-20 members of the youth council (p. 43) and the Advisors’ recommended process for onboarding new members (p. 48), Truclusion recommends waiting until the next appointment cycle to fill any member vacancies. Since leadership positions will likely have responsibilities attached to them, and with the perspective that leadership positions will be frequently filled by experienced youth council members, it is recommended that vacant leadership positions are filled by a current regular member through majority vote of the entire youth council.



# Youth Council Research & Recommendations for the City of Olympia, Washington

## 22. Recommended budget expense lines

Based on an encompassing scope of standard practices, best practices, and Olympia Youth Council Advisor’s recommendations, Truclusion recommends the city forecast general operating expenses of the following types:

- Marketing materials, including social media boosting
- Annual event, externally facing for Olympia youth with the idea to inform and recruit
- Apparel so the youth council can be represented at events, field trips, workshops, conferences, food, transportation, events
- Meeting locations and support, such as supplies, food, and beverages
- Transportation
- Travel
- Other Events
- Office supplies
- Prizes/Rewards

Truclusion recommends that the youth council organizes and manages their own budget, with City staff guidance and oversight (Olympia Youth Council Advisors, p. 54).

The following recommended 2024 youth council expenses were approved by the Olympia Youth Council Advisors at their July 9, 2023 workshop. City staff costs and outside consulting/facilitation costs are not included.

Expense	Amount
Marketing Materials, Supplies, and Boosts	\$500
Meeting Food and Beverages	\$2,700
Spring recruiting event / celebration	\$1,000
Apparel	\$1,800
Equity funds	\$1,200
Office Supplies	\$350
Initiative Funds	\$5,000
Treats / Prizes / Incentives	\$400
Trip Somewhere	\$0

## 23. Ensure provision of viable youth engagement tool(s)

Truclusion recommends that robust youth engagement tools be deployed to ensure maximum ability for the youth council to engage with youth across Olympia. It is recommended that a viable youth engagement plan be developed prior to, or in the first few months of, a future youth council’s existence. Collaboration and guidance from City staff while developing the plan is recommended.

Viable tools will allow for:

- The youth council to directly interact with Olympia youth where and how youth already receive information
- Provide the ability for direct bilateral conversations between the youth council and Olympia youth
- Encourage exponential engagement and open sharing of youth council information by Olympia youth

# Youth Council Research & Recommendations for the City of Olympia, Washington

- Allow elevation of grassroots concerns and spotlights through real-time interaction (i.e., crowd spotlighting and voting)

Prior to plan development, the following are recommended for City Staff:

- Develop an understanding of how youth engagement is different from communication, and while some tools of engagement may be traditionally used by the City for communication, exploring new uses for the same tools may be beneficial.
- When the Youth Council and City staff disagree on engagement needs and approaches, prior to the City rejecting youth initiatives, City staff identify the specific steps needing to be done in order to grant the initiative. This step protects the City from being accused of age-discrimination (e.g., “youth are not responsible enough to manage that tool” or “we don’t allow adult committees to do that so we won’t allow youth to do it either”).
- Since engaging with youth is an exceptional endeavor, alternate solutions will likely require new and unique engagement processes. Remain diligent in identifying alternate solutions and methods for a youth council to engage with Olympia youth.
- Establishing specific goals and trying tools on temporary bases may: (1) help City staff better understand the needs of youth and identify more effective tools or implementation processes; and (2) help youth better understand effectiveness, limitations, and risks of different tools.



## RECOMMENDATIONS IN PRACTICE

This section includes two templates the City may use to establish a youth council (1. Ordinance Components for a Youth Council and 2. Initial Youth Council Procedures), and a third template of next steps for teeing up a successful youth council launch. Footnotes reference specific recommendations and page numbers that inform the language.

### 1. Recommended Ordinance Components for a Youth Council

#### Established--Purpose

There is hereby established in the City of Olympia a twenty (20) member<sup>1</sup> Youth Council whose overall purpose is fostering a relationship between the City of Olympia and its youth, and empowering youth with access and contribution in City governance. The Youth Council strives to ensure youth voices are heard by the City of Olympia, creates an environment where youth can flourish, and fosters tangible, sustainable posterity for future generations.

#### Members

- A. Membership. There shall be twenty (20) members of the Youth Council; seven (7) appointed as Youth Council *executive leadership* members,<sup>2</sup> and thirteen (13) appointed as Youth Council *regular* members.
- B. Residency. The majority of Youth Council members shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.<sup>3</sup>
- C. Compensation.
  1. Youth Council members shall serve without compensation, but shall receive a stipend<sup>4</sup> of Twenty-Five and no/100 Dollars (\$25.00) per Youth Council business meeting, Youth Council special meeting, or Youth Council subcommittee business meeting, attended to defray expenses such as transportation, meals and childcare. A member may waive receipt of any stipend offered by the City of Olympia. If a member certifies in writing they are a low-income person, as administratively determined by the City of Olympia, the stipend shall be \$50.00 per meeting attended.
  2. Youth Council members may log their time serving the Youth Council, and report logged hours as “community service hours” for any outside purpose.<sup>5</sup>
- D. Age Qualification. In order to serve as a Youth Council member, members shall not be younger than 14 years old and not older than 20 years old on the first day of their appointed term.<sup>6</sup>

<sup>1</sup> 20 members supported by Olympia Youth Council Advisors (Recommendation #4, page 10)

<sup>2</sup> 7 leadership positions supported by standard practices (Recommendation #17, page 17)

<sup>3</sup> Residency majority comes from Olympia Youth Council Advisors (Recommendation #19, page 17)

<sup>4</sup> Stipend similar to direction provided by Olympia Youth Council Advisors (Recommendation #12, page 14)

<sup>5</sup> Service hours supported by Olympia Youth Council Advisors and best practices (Recommendation #12, page 14)

<sup>6</sup> Age range supported by Olympia Youth Council Advisors (Recommendation #2, page 10)

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

### E. Appointment.<sup>7</sup>

1. The Community Livability and Public Safety Committee will forward a slate of recommended appointees based on recommendations by the Youth Selection Panel to the full City Council for consideration.
2. Youth Council Members are appointed by majority vote of the Olympia City Council in an open public meeting.
3. Members serve at the discretion of the City Council and may be removed from office for any reason by majority vote of the City Council in a public meeting.
4. Immediate family members of City Councilmembers or the Executive Team are not eligible for appointment to the Youth Council.

### F. Recruitment and Nomination.<sup>8</sup>

The Youth Council Selection Panel shall provide the Community Livability and Public Safety Committee (CLPS) a slate of seven (7) priority executive leadership nominees, eight (8) priority regular nominees, and up to ten (10) secondary regular nominees. The Community Livability and Public Safety Committee will submit a recommended slate of seven (7) executive leadership candidates and up to thirteen (13) regular candidates to the City Council for appointment.

1. The Youth Council Selection Panel is appointed by the Community Livability and Public Safety Committee, and shall include up to seven (7) youth and up to two (2) non-voting ex officio adults, all of whom have received bias training. Ex officio adults will only ask questions of youth and will not offer opinions, even if asked.
2. First-time Youth Council applicants will each decide their own form of application (e.g., written, recorded, visual, interview, via recommendations, or other method). Returning Youth Council members may have a streamlined application.
3. Youth Council candidates will be nominated based on their potential of representing Olympia youth and contributing to a thriving, engaged and effective Youth Council.
4. The youth on the Youth Council Selection Panel will provide CLPS a slate of recommended seven (7) priority executive leadership nominees, eight (8) priority regular member nominees, and up to six (6) additional names for secondary regular member consideration with observations offered about each candidate.
5. The ex officio adults on the Youth Council Selection Panel may provide CLPS up to three (3) regular member nominees for secondary consideration, with observations offered about each candidate.

Note: It is an imperfect endeavor to have adults nominate and appoint youth who shall represent and speak for Olympia's youth. Consequently, the intention of the above process is to have CLPS favor recommendations from youth on the selection panel. Consideration of candidates by CLPS should be based on the selection panel's recommendations and observations provided to CLPS, rather than CLPS using their own criteria or process to identify successful candidates.

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<sup>7</sup> Appointment process reflects Olympia Youth Council Advisors vision and City precedent (Recommendation #16, p. 16)

<sup>8</sup> Recruitment and Nomination process supported by Olympia Youth Council Advisors (Recommendation #16, pp. 16)

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

- G. Diversity.<sup>9</sup> Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, school enrollment, race and ethnicity in the make-up of the Youth Council. No geographic, gender, age, student status, race, nor ethnicity restrictions shall be placed on applicant eligibility.
- H. Non-Partisan.<sup>10</sup> All Youth Council positions are non-partisan.

### Term of Office

- A. The term of office for Youth Council members shall be one (1) year,<sup>11</sup> except as modified by the City Council, and such terms shall commence on September 1 and conclude August 31 of the following year.
- B. Members shall be limited to four (4) full one-year terms.<sup>12</sup> Partial terms will not be counted toward the number of terms considered. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

### Vacancies<sup>13</sup>

- A. Vacancies of Youth Council regular members shall remain unfilled until the next Youth Council appointment period, unless the City Council determines that a vacancy shall be filled or in the event the number of vacancies prevents the Youth Council from having a quorum. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.
- B. Vacancies of Youth Council executive leadership shall be filled by a regular Youth Council member upon majority vote of the Youth Council. Any person appointed to fill an executive leadership vacancy shall be appointed for the remainder of the unexpired term, resulting in their regular member spot becoming vacant.

### Rules of Procedure and Bylaws

Rules of Procedure and Bylaws for the Youth Council shall be established by a two-thirds approval vote of the Youth Council, and ratified by the Community Livability and Public Safety Committee of the City Council.<sup>14</sup>

### Annual Work Plan

The Youth Council shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council's Community Livability and Public Safety Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the Community Livability and Public Safety Committee for consideration and recommendation to the full Council.<sup>15</sup>

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<sup>9</sup> Valuing diversity supported by Olympia Youth Council Advisors and best practices (Recommendation #15, page 16)

<sup>10</sup> Non-partisan language reflects City precedent

<sup>11</sup> 1-year terms supported Olympia Youth Council Advisors and standard practices (Recommendation #5, page 11)

<sup>12</sup> Limit of 4 terms supported Olympia Youth Council Advisors and standard practices (Recommendation #5, page 11)

<sup>13</sup> Vacancy language based on Olympia Youth Council Advisors vision (Recommendation #21, page 17)

<sup>14</sup> Procedures and bylaws language provides the youth the power to set their own rules (Recommendation #1, page 9)

<sup>15</sup> Work plan language reflects City precedent for other Committees

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

### **Staff Liaison Support<sup>16</sup>**

The City Manager, or designee, shall appoint a primary staff liaison for the Youth Council to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; and to:

- A. Work with Youth Council and City to ensure youth council member safety and well-being;
- B. Provide and/or secure facilitation guidance and support;
- C. Provide oversight of the youth council budget and budgeting process;
- D. Help recruit potential youth council applicants;
- E. Support youth council application process as requested by Youth Council;
- F. Partner with Youth Council Executive Leadership to create meeting agendas;
- G. Logistically support Youth Council guest speakers;
- H. Help communicate meeting schedule changes;
- I. Support event coordination and planning as requested by Youth Council;
- J. Assist grant writing for projects as needed;
- K. Finding and reserving meeting space for the youth council;
- L. Ordering supplies and equipment;
- M. Manage Youth Council attendance and stipend disbursements;
- N. Maintain correspondence in keeping with the Youth Council's work plan approved by the Council;
- O. and other duties related to the support of the Youth Council as they arise.

### **Duties of Youth Council<sup>17</sup>**

The Youth Council is empowered to take the following actions:

- A. Community Service – plan and manage, within budget, city-wide events, service projects, scholarships, and additional youth-centered programs, attend and assist general city-wide events important to youth, and volunteer for city initiatives they support;
- B. Civic Engagement – engage with the city government in various ways, including providing recommendations and/or advising the City Council and other City of Olympia officials on city-wide issues related to government affairs and policy in an effort to consider the voice of youth in decision making processes;
- C. Connect Youth with Other Youth, Resources, and Opportunities – serve as a connection between the city and Olympia youth, specifically responsible for speaking on behalf of the youth of the city while also engaging youth with city initiatives, hearing from community members, managing youth-relevant initiatives, establishing partnerships with additional youth groups, providing and sharing opportunities for youth, and establishing and maintaining a media presence;
- D. Advise the City Council on youth community member concerns on matters in the community; and
- E. Other duties as appropriate.

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<sup>16</sup> Staff liaison supported by Olympia Youth Council Advisors and standard practices (Recommendation #13, pages 14-15)

<sup>17</sup> Youth council duties supported by Olympia Youth Council Advisors and standard practices (Recommendation #1, page 9)

# Youth Council Research & Recommendations for the City of Olympia, Washington

## **Non-Youth Council Member Youth Participation<sup>18</sup>**

Any Olympia youth between fourteen (14) and twenty-one (21) years old who are not members of the Youth Council are welcome to participate in Youth Council activities, unless a supermajority of the Youth Council votes to exclude them from participation.

## **Budget<sup>19</sup>**

Youth Council programs and operating expenses shall be funded from the City General Fund, grants, donations and other like sources. The City Manager shall include said budget within the annual operating budget of the City. Programs and operating expenses will be based on, and not exceed, funding allocated through the budgeting process.

All expenditures will be a component of the City General Fund and bound by the legal limits of government finances.

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<sup>18</sup> Non-youth council member participation supported by Olympia Youth Council Advisors (Recommendation #2, page 10)

<sup>19</sup> Budget and funding language reflects City precedent for other Committees

## 2. Recommended Initial Youth Council Procedures

Until such a time that the Youth Council approves, and the Community Livability and Public Safety Committee of the City Council ratifies, a new set of Youth Council procedures, the Youth Council shall follow Olympia's *Committee Rules of Procedures*,<sup>20</sup> with the following superseding procedures:

1. Whenever possible, the bulk of Youth Council governance and business work shall be discussed and voted on between October 1 and March 31 each term. Youth Council programming, communication, and community outreach may continue throughout the entire year.<sup>21</sup>
2. The Youth Council shall conduct regularly scheduled business meetings.
  - a. Business meetings shall occur on the first and third Wednesdays of January, February, March, September, and October; and the first Wednesdays of April, May, June, July, August, November, and December.<sup>22</sup>
  - b. Business meetings shall begin at 4:00pm and be reasonably planned not to exceed two (2) hours in duration.<sup>23</sup>
  - c. Business meetings shall be conducted in hybrid modality (i.e., both in-person and remotely).<sup>24</sup>
  - d. Youth Council Executive Leadership can cancel a scheduled business meeting if determines there is insufficient business to justify a meeting.<sup>25</sup>
  - e. If a scheduled business meeting will land on a holiday observed by the Youth Council or City of Olympia, the Youth Council will vote to reschedule the meeting and announce the new day / time at least two business meetings prior the originally scheduled meeting.<sup>26</sup>
3. Special meetings (i.e., not previously scheduled) to discuss specific agenda item(s) may be called either by the Youth Council Executive Leadership or through recorded petition of at least five Youth Council members.<sup>27</sup>
4. First-time Youth Council appointees shall participate in three (3) onboarding training sessions, 4:00pm - 6:00pm the last three Wednesdays in June preceding their term commencement. The first and third sessions will have in-person and remote options. The second session must be attended in person.<sup>28</sup>

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<sup>20</sup> Procedures approval language reflect similar City precedent

<sup>21</sup> Youth council "business" season supported by Olympia Youth Council Advisors (Recommendation #7, page 12)

<sup>22</sup> Scheduled meeting days supported by Olympia Youth Council Advisors (Recommendation #7, page 12)

<sup>23</sup> Meeting times chosen by Olympia Youth Council Advisors / supported by best practices (Recommendation #7, page 12)

<sup>24</sup> Meeting modalities supported by Olympia Youth Council Advisors and best practices (Recommendation #7, page 12)

<sup>25</sup> Insufficient business rule supported by Olympia Youth Council Advisors and best practices (Recommendation #7, p. 12)

<sup>26</sup> Holiday meeting rescheduling supported by Olympia Youth Council Advisors (Recommendation #7, page 12)

<sup>27</sup> Special meeting language added by Truclusion to ensure ability for the youth council to meet if needed

<sup>28</sup> Member onboarding supported by Olympia Youth Council Advisors and standard practices (Recommendation #18, p. 17)

# Youth Council Research & Recommendations

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5. All Youth Council executive leadership members shall participate in three (3) training sessions 6:00pm - 8:00pm on the last three Wednesdays in June preceding their executive leadership term commencing. The second session must be attended in person. The first and third sessions will have in-person and remote options.<sup>29</sup>
6. The Youth Council is authorized to establish through majority vote, standing subcommittees and other subcommittees as needed to meet programming needs.<sup>30</sup>
  - a. Subcommittee business meetings shall occur on Mondays, Tuesdays, or Wednesdays, starting no earlier than 6:00pm and ending not after 9:00pm. Subcommittee business meetings are subject to the same meeting notifications, recordkeeping, and hybrid modality as Youth Council business meetings.<sup>31</sup>
  - b. Subcommittees may also hold “work” meetings to discuss, plan, implement events or projects, and program without regard to recordkeeping required for business meetings. Such working meetings: shall be announced to the youth council when scheduled; do not need a quorum to occur; need not have a hybrid option; do not need recorded minutes; and cannot take action that countermand prior Youth Council or subcommittee decisions.<sup>32</sup>
7. Youth who are not members of the Youth Council can volunteer to Youth Council programs and initiatives, without eligibility to receive stipends to offset defray expenses such as transportation, meals and childcare.<sup>33</sup>

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<sup>29</sup> Leadership onboarding schedule supported by Olympia Youth Council Advisors (Recommendation #18, page 17)

<sup>30</sup> Formation of subcommittees supported by standard practices (Recommendation #9, page 13)

<sup>31</sup> Subcommittee meeting time and modality supported by Olympia Youth Council Advisors (Recommendation #7, page 12)

<sup>32</sup> “Work” meetings language added by Truclusion to ensure youth can collaborate to perform duties

<sup>33</sup> Non-member participation desired by Olympia Youth Council Advisors (Recommendation #2, page 10)



## 3. Recommended Next Steps for Setting up for a Successful Youth Council Launch

It is recommended that the first Olympia Youth Council cohort be appointed prior to December 31, 2024.

It is further recommended that the Olympia Youth Council Advisors workgroup continue meeting and accomplish the following pieces of work prior to appointing the first Olympia Youth Council cohort. Some of the items will require more City staff collaboration/guidance than others. It is recommended that the City provides Olympia Youth Council Advisors with stipends to help offset costs incurred by their participation.

- Begin budget process for fiscal year 2025 youth council activity expenses, which includes understanding the difference between *activity expenses*, *administrative expenses*, and *capital expenses*.
- Codify youth involvement and driving values for youth council appointment processes (both for council members, subcommittee members, and leadership), and support 2024-2025 appointment process.
- Collaborate with City staff to establish engagement and communications plans
- Create standing and initial ad hoc subcommittee descriptions and responsibilities
- Determine how to include non-councilmember youth who wish to contribute to the youth council (do they serve with or without receipt of stipend to offset defray expenses.)
- Develop an agenda template for youth council business meetings
- Draft a youth council governance FAQ, including
  - Expectations of youth council members
  - How to receive stipends
  - How to receive community service hours
  - How to spend money
  - Roberts Rules basics
  - Youth Council Organizational Chart
- Identify what things need to be voted on at Council/Subcommittee level, which need no vote, which need City Council or City Manager approval
- Leadership and other positions, and corresponding responsibilities
- Mission, Vision, and/or Purpose Statements
- Plan regular member and leadership onboardings for first youth council
- Plan a community youth council recruiting event
- Youth council master calendar template (with dates/responsibilities such as meetings, reporting to City Council, budgeting, CLPS work plan meeting, onboardings, etc.)
- Youth council Values (determine set for all cohorts or set by each cohort)



### RESULTS OF NATIONAL AND LOCAL RESEARCH

Results of nationally researched practices and locally researched recommendations are separated into nine sections:

**Section 1 – Successful and Sustainable Youth Councils**

**Section 2 – Youth Council Purposes and Responsibilities**

**Section 3 – Youth Council Structures**

**Section 4 – Youth Council Membership**

**Section 5 – Youth Council Meetings**

**Section 6 – Youth Council Member Terms**

**Section 7 – Roles of Youth Council Members**

**Section 8 – Youth Council Application & Selection Processes**

**Section 9 – Adult Youth Council Advisors / Liaisons**

Each section is further separated into three subsections: *Standard Practices*, *Best Practices*, and *Local Youth-Informed Recommendations*. Below are descriptions of what type of data is represented in each of the three subsections:

#### ***Standard Practices* (typical practices across the United States)**

These subsections describe youth council liaisons and members' perceptions on the ways in which their youth council is structured, designed, organized, and implemented. For context, these respondents, on average, scored a four on a five-point satisfaction scale regarding their youth council's structure and/or processes. Thus, we discuss in *Standard Practices* the most common responsibilities & duties, leadership positions, city-wide impact, diversity, meetings, and compensation of youth councils from those considered generally satisfied with their youth council.

#### ***Best Practices* (current U.S. youth council member recommendations)**

Throughout the research, youth council members were asked how they believe youth councils should be constructed, organized, designed, and implemented. Specifically, researchers inquired regarding youth council meetings and the most available time frames, compensation, and the most important qualities for youth council liaisons/advisors to display. In the *Best Practices* subsections, statistical and thematic data are presented in an effort to illustrate the major recommendations from current youth council members across the United States.

#### ***Local Youth Recommendations* (recommendations from Olympia youth)**

Forty-four Olympia youth participated as Olympia Youth Council Advisors in the recommendation process to help inform the structure of a potential future Olympia youth council. All Advisors participated in the ideation process and provided input and feedback as to how a youth council will best be structured in Olympia. 26 of the 44 participated as workgroup members, who collectively determined and presented recommendations included in the *Local Youth Recommendations* subsections.

## Successful and Sustainable Youth Councils

### STANDARD PRACTICES

**Impact** – The majority (60%) of youth council liaisons stated their youth councils have an impact/influence on city-wide decision-making through their intentional relationships with the mayor, city council, and various city commissions. Regarding intentionality, many youth councils have direct access to the mayor to advise and communicate recommendations on behalf of the youth of the city. Similarly, many city councils create space and time for youth councils to provide insight on relevant issues and join city-wide campaigns and projects at city council meetings. Examples of the impact of a youth council comparable to Olympia are illustrated through this insight from a youth council advisor/liaison:

*“[the youth council has participated in] a plastic bag ban (prior to the state’s) and to propose a ranked-choice voting resolution, campaigns against vaping and another project was called project sticker shock, where they worked with local liquor stores to place educational stickers about the dangers of underage drinking. More recently, the City received around a million dollars from the sale of the [local stadium] to be used on youth activities or resources.”*

**Sustainability** – To maintain a youth council long-term, the most frequent comments suggested that making sure that youth are *having fun* is a must-do. Specifically, advisors/liaisons emphasized that they must intentionally foster an engaging and enthusiastic atmosphere for youth. This “fun” environment was described as including fun activities, food, promoting comradery as a team, and keeping the youth active in the community. Another important component of maintaining a youth council long term is consistently selecting passionate and dedicated youth council liaisons. Specifically, respondents stated these adults should be passionate, dedicated, develop trust, support the council, recruit, and be willing to serve long-term. Illustrating the importance of selecting advisors seeking to serve with longevity, one respondent stated, “Advisors that come and go for only a period of a few months cause a lot of problems, miscommunication, and difficulties with the youth on the council.” The final major key to a sustainable youth council is to ensure youth’s voices are wholly heard. Respondents stated to keep youth engaged in this role, they must have a sense of accomplishment, whether it’s through developing skills, having the autonomy to engage in meaningful projects, and gaining real-world experience in politics. Additional keys to sustainability listed included consistency and commitment of members, being flexible with youth’s schedules, funding, support of the mayor, and marketing the council in relevant ways.

*advisors/liaisons emphasized that they must intentionally foster an engaging and enthusiastic atmosphere for youth.*

### BEST PRACTICES

Survey respondents listed various important factors to maintaining a youth council in an effort to be a successful and sustainable entity. The most common factor listed was to prioritize *youth engagement*. Specifically, (1) all youth council members should be included, (2) there should

# Youth Council Research & Recommendations for the City of Olympia, Washington

be effective communication within the council, (3) engaged in meaningful projects, (4) ensure the youth have an impact on their community, (5) maintain good energy, and (6) keep it fun with activities and games. Regarding the importance of fun, one respondent said, “Making sure everyone is having fun so that they want to join again the next year. Recruiting more members and making the council an exciting and eventful place to be.” This insight is incredibly relevant to the next theme youth suggested, which is to actively *recruit and advertise* the youth council. Specifically, participants discussed how it is important to ensure individuals are aware the youth council exists and consistently recruit new youth to join. For example, one participant provided some examples of what this recruitment strategy should look like, “Continually recruiting new members and engaging with existing members is crucial to the long-term sustainability of a youth council. This includes creating outreach strategies to reach diverse groups of young people, as well as providing opportunities for members to actively participate in meetings and projects.” Additional keys to sustainability included collaborating with city organizations/governments/schools, a good leader, good youth, and consistency in meetings and events.

When seeking youth across America’s advice for the city of Olympia, participants consistently discussed three primary items (1) *setting clear purpose, goals, guidelines, and expectations*, (2) *recruitment and advertising*, and (3) *engagement*. Additional minor themes of advice included *having patience and tenacity, identifying potential partnerships, securing funding, having a good advisor and good student leaders, and obtaining the youth’s advice during the planning process*.

Once the youth council is established, it’s important to keep the youth engaged through “making it fun,” “having activities,” “involving youth in city events,” and allowing the “youth to lead.” For example, one respondent said, “Don’t overlook your youth council. The youth have voices, ideas, and opinions they want to project, which are often very creative and innovative. As the future of the community, you should put as much support into your youth council as any other city committee.”

When youth council members were asked how their youth council could improve, primary themes of improvement included: increasing engagement by having more projects and events; having a better overall council structure; improving communication; and addressing more relevant topics and issues to youth. Secondary themes of improvement included soliciting consistent feedback from youth and strengthening partnerships.

From survey participants describing a successful youth council, two primary core themes arose, *community engagement*, and *youth empowerment*. Being *engaged with the community* through events, initiatives, projects, and youth is a key to their success. In fact, youth want the council to be visible to community partners. As one participant illustrated, “If I was to walk up to a random high school student and ask ‘Do you know of [our youth] council?’ If they say yes, then the youth council has succeeded.” In short, the youth want to feel like they are making a difference in their community. For example, one participant said, “If you’re making visible

***“Continually recruiting new members and engaging with existing members is crucial to the long-term sustainability of a youth council.”***

- youth council member

***“Don’t overlook your youth council. The youth have voices, ideas, and opinions they want to project, which are often very creative and innovative. As the future of the community, you should put as much support into your youth council as any other city committee.”***

- youth council member

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

effects to your community and things would be worse for your community if the youth council didn't exist.” Next, a successful youth council was described as an entity that *empowers youth* on and off of the council. For example, one respondent said, “A successful youth council is one led by the youth and serves the community through projects and actions they make or advocate for.”

Regarding the youth living in the city but not on the council, one participant said, “A successful council is one that has substantive outreach with the teens in their city. Each initiative that the council has created must have a large number of teens involved in everything that they do -- our job is to provide opportunities for youth, so there's no point in doing what we do if we have no impact. A large audience is KEY.” Similarly, another participant said, “A successful youth commission provides ways for the youth in their city to learn, enjoy, and connect with those around them.” Other descriptors participants used to describe a successful youth council were “diversity,” “clear goals,” and “having fun.”

*“there’s no point in doing what we do if we have no impact.”*

- youth council member

## LOCAL YOUTH RECOMMENDATIONS

**Defining a “Successful” Youth Council** – During an Olympia Youth Council Advisors ideation workshop led by Olympia youth, many ideas of how Olympia youth will define a “successful” youth council were identified. Here are five major themes of success:

- A successful youth council will have “contributed real change in the community.”
- A successful youth council is one that “creates an environment for youth to succeed.”
- A successful youth council “lets the students of Olympia voices be heard.”
- A successful youth council will “have access to council alumni contacts to discuss past unfinished goals, input, and more from past Olympia youth council members.”
- A successful youth council will “have the support of other community councils, students at different schools, parents and people involved in the school system and government.”

**Impact** - Olympia Youth Council Advisors were prompted to complete the statement “*Wouldn’t it be fantastic if...*” in order to gauge the desires of Olympia’s youth. Through analyzing this data, the primary theme identified was “More Opportunities in Schools.” Specifically, 41% of the youth indicated the need for vast and diverse opportunities and resources in schools including PE alternatives (e.g., art, music), mental health resources, vocational workshops, drivers’ education courses, and anti-bullying programs. For example, one youth advisor said, “Have more vocation-based workshops and workers from each force come to teach students first-hand. (Finance workshops, home economics, electrical, etc.)” Other themes emerging from this prompt included:

- Olympia engaging more with their youth
- The local environment/community being taken care of and/or restored
- Youth had greater accessibility to resources such as healthcare and college
- Olympia values and supports diversity
- Housing disparity and homelessness is aggressively addressed
- The public transportation system is improved
- If debt was no longer a problem

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

**Sustainability** – The Olympia Youth Council Advisors also came up with several recommendations for maintaining a sustainable youth council. Here are the top five themes of recommendations:

- The youth council must have a clear structure. Specifically, the council should be organized, have routine meetings, and lay out clear duties, responsibilities, and goals. For example, one youth advisor indicated the youth council should have “Regular meetings, regular communication, and continuous work on solutions to problems together, build committees within the council, create a mission, create goals, and create a vision, report the work of the council to the public.” As goals were an essential component to the youth, one of the youth said, “A way to make sure that the youth council stays long term is implementing some goals for us to reach in order to show that we are making a positive impact on the community.”
- Provide effective marketing to ensure Olympia’s youth are aware the youth council exists. For example, one youth advisor said, “I’m sure many kids in this area would like to join and make a difference in our community but they just don’t know about it.” In turn, the youth said youth should be actively recruited by creating awareness through the aforementioned platforms (social media, schools, etc.).
- The youth council’s structure shall implement an equitable selection process. Speaking directly to this, youth emphasized the importance of holding “legitimate elections” so that “diverse representation” is an output. Additionally, identifying youth who “want to be there” should be a critical screening component within this selection process. For example, one youth advisor said, “Make sure to recruit people that care about the community and will make it a better environment for everyone.”
- Ensure the council is led by ethical youth-centered leadership. For example, a youth advisor provided attributes of ideal leadership, “Professional support but with independence encouraged, guidance without being overbearing.”
- The council should regularly host community events as this can serve them dualistically, creating awareness of the council and recruiting future council members. To illustrate this idea, one youth advisor said, “The council could also put on smaller events every few months such as a movie night, or an ice cream social to keep members engaged, as well as incentivized, and others will know about the kinds of cool events the council gets to participate in to get them excited about joining.”

*“I’m sure many kids in this area would like to join and make a difference in our community but they just don’t know about it.”*

- Olympia youth





# Youth Council Research & Recommendations

## for the City of Olympia, Washington

Many youth councils across the USA are responsible for providing tangible deliverables to the city. As mentioned in the advising theme, many youth councils deliver recommendations to the city council on city-wide issues and youth-relevant matters on policies, programs, budgets, planning, goals, and action plans. Some youth councils conduct formal presentations to government officials that illustrate their recommendations. Additionally, some youth councils produce monthly reports, goals, action plans, and annual work plans.

***Civic Engagement*** – Next, youth stated their youth council engages with the city government in various ways, including learning about governmental affairs, policy development, providing recommendations, advising city council, and voting on city affairs on behalf of the youth. Speaking to the policy-making and recommendations, one respondent said, “youth councils may develop policy recommendations on issues such as education, health, environment, and social justice. These recommendations can be presented to local government officials or other stakeholders.

Liaisons also said that a key responsibility for many youth councils is actively engaging with and advising their local government (mayor, city council, city officials, school districts, boards, park districts, etc.) on city-wide issues, in an effort to illuminate youth-relevant issues and provide recommendations. In this, youth councils work with the city council and the mayor to (a) provide a youth’s perspective on city-wide planning, policies, practices, and initiatives, (b) address the needs of youth, (c) offer opportunities to participate in local boards and committees, (d) problem-solve, and make key decisions. To illustrate this relationship, a youth council located in West Virginia, comparable in population to Olympia, states, “Our administration wants young people at the table with us when we are making decisions that impact their future.”

***City Youth Liaison*** – Given the unique position of youth councils in their city, youth councils often serve as a liaison between the city’s youth and the city’s government, responsible for communicating to the government and the youth. Specifically, giving a voice to the youth through the council creates an “open communication system” between the city and its youth. On the other end of the spectrum, youth council members must educate their peers not serving on the youth council on relevant city issues and initiatives.

Specifically, youth councils are responsible for speaking on behalf of the youth of the city while also engaging youth with city initiatives. For example, one participant said, “some primary responsibilities are to engage, educate, and inspire youth across the City...” This is operationalized in various ways, including providing managing youth-relevant initiatives, providing and sharing opportunities for youth, and establishing and maintaining a media presence. The types of opportunities that are provided include events, scholarships, and additional youth-centered programs. For example, one respondent said, “We also have created programs like a youth scholarship, period access [name of city], and even a grant.”

Additionally, many youth councils have established social media accounts, magazines, newspapers, and podcasts. For example, one respondent said this is a current focus of their youth council, “Most recently, we have been focused on creating and growing our podcast and our youth spotlight program.” These avenues of communication have been core to establishing connectivity and remaining connected to their city’s youth.

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Youth council members are responsible for establishing partnerships with additional youth groups, community organizations, and schools to develop strategies that address youth-centered problems collaboratively. This aids in establishing a rapport between youth and city government. Youth council members are expected to plan, implement, attend, and host various community events.

**Meetings** – The last and least mentioned responsibility of youth councils was youth council meetings. Respondents said they are required to attend youth council meetings and their associated responsibilities to remain active members of the council. For example, one respondent said their youth council members are responsible for “attending monthly meetings, participating actively in a sub-committee, and attending common council meetings.” Additionally, one respondent said members of their youth council are required to attend city and youth council meetings, “Attend two city council meetings and only miss 30% of the regular meetings.”

**Training & Development** – Youth respondents in the study did not mention training or development, and advisors/liaisons did mention that councils across the USA are designed for youth council members to be trained and developed in various ways. To acquire a unique skillset, youth council members are responsible for and expected to attend local and national conferences, workshops, and retreats to develop leadership and communication skills further, acquire civic education, and receive training from city partners.

### BEST PRACTICES

To effectively establish a structure within the youth council, participants stated that they suggest Olympia clearly define the youth council’s purpose, goals, guidelines, and expectations. Doing so will guide the application process, the youth that’s interested and selected, the issues they address, and the leadership/committee structure. To illustrate the importance of this theme, one participant said, “Clearly define the purpose and goals of the youth council. This includes identifying the issues that the council will address, the activities it will undertake, and the impact it hopes to achieve. Make sure the purpose and goals align with the city's overall vision and mission.”

89% of respondents indicated that they believe their youth council makes a city-wide impact, and they attribute their success primarily to (a) planning and attending purposeful city-wide projects, (b) strong leadership and support from their liaison/advisor, city council, mayor, and fellow youth council members, (c) partnerships and collaborations with city organizations, and (d) their media presence through magazines and podcasts. On the contrary, youth council members that didn’t believe their youth council makes city-wide impact attributed this to them being “overcompensated and never getting anything done,” or simply a lack of opportunities to make a city-wide impact. For example, one respondent said “We just kind of keep to ourselves. Our service projects are service, but they aren't anything big. I haven't had an impact on my city besides cleaning off one or two people's headstones.”

*89% of respondents indicated that they believe their youth council makes a city-wide impact...*

When youth council members were asked how their youth council could improve, a primary theme of improvement was providing more opportunities to interact with the government.



# Youth Council Research & Recommendations for the City of Olympia, Washington

## LOCAL YOUTH RECOMMENDATIONS

The Olympia Youth Council Advisors recommended the following as a future Olympia Youth Council's purpose and role:

**Community Service** – *The Olympia Youth Council shall plan and run city-wide events, service projects, scholarships, and additional youth-centered programs. They shall also attend and assist at general city-wide events important to youth, and volunteer for city initiatives they support.*

**Civic Engagement** – *Engage with the city government in various ways, including learning about governmental affairs, policy development, providing recommendations, advising city council, and voting on city affairs on behalf of the youth. Advising the mayor, city council, and other decision-makers (city officials, school districts, boards, park districts, etc.) on city-wide issues, in an effort to illuminate youth-relevant issues and provide recommendations. (Emphasis on Advising, not making final decisions)*

**Connect Youth with Each Other, Resources, and Opportunities** – *The Olympia Youth Council shall serve as a connection between the city and Olympia youth. Specifically, they are responsible for speaking on behalf of the youth of the city while also engaging youth with city initiatives. Hearing from community members, managing youth-relevant initiatives, establishing partnerships with additional youth groups, providing and sharing opportunities for youth, and establishing and maintaining a media presence.*

Olympia Youth Council Advisors purposely underlined “Advising” in the civic engagement section to put “Emphasis on Advising, not making final decisions.”

The Olympia Youth Council Advisors stated that they would like a youth council structure that allows youth the ability to impart change in the City of Olympia. The Advisors have named various examples of changes they would like to occur in Olympia. Of principle importance, Olympia's youth reported they want Olympia's government to foster a relationship with its youth through improving engagement. Specifically, 47% of the youth suggested the need for more resources to be allocated to their youth to ultimately develop a sense of community amongst Olympia's youth. To illustrate this, one participant said, “I'd like to see more social events for youths in Olympia

*“I want to see there be more opportunities for young people to be outside and in the city, like public parks, events, and meets, etc. something for kids to meet each other that either doesn't require payment or is affordable for us.”*

- An Olympia Youth

so that we have an overall stronger social connection, I find that a lot of people tend to only know people they met at school.” Similarly, another youth advisor stated, “I want to see there be more opportunities for young people to be outside and in the city, like public parks, events, and meets, etc. something for kids to meet each other that either doesn't require payment or is affordable for us.” Additional ways the youth would like to be engaged included “recreational activities,” “teen entertainment spots,” “artistic spaces,” “apprenticeships and internships,” and “community projects.” Regarding apprenticeships and internships, a youth advisor said, “I want to see more

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opportunities for youth to volunteer, apprentice, intern, or get jobs. Resources for youth could be more broadly spread throughout Olympia to reach everyone.”

The Olympia Youth Council Advisors held a workgroup session, where 59 different ideations specific to creation of a successful Olympia Youth Council were named and categorized into themes and helped inform the below purpose and role recommendation. Here are a couple examples:

- *Youth involvement in collaborations and events.*
- *The Community Council and Youth Council should interact regularly to collaborate to address both a future for Olympia Youth and a present for Olympia adults.*
- *The council should work closely with the local colleges (SPS& Evergreen) to help support youth in their studies.*
- *Contribute real change in the community.*
- *Debates led by youth in Olympia.*
- *Youth are empowered to stand up and make change.*
- *Events (like a yearly summit) are sponsored where kids who didn't make it into the youth council have the chance to meet elected officials, and learn new skills of community activism.*

Olympia Youth Council Advisors named various strategies that a future youth council can implement to maintain a relationship with the city’s youth at large. The three primary strategy themes emerging from this insight are social media, school marketing, and community events:

### **Social Media**

Olympia Youth Council Advisors recommend the youth council create social media accounts and operationalize these platforms to engage with their city’s youth. For example, one youth advisor suggested the use of these social media accounts should be strategic, “I believe using eye-catching social media posts will create a relationship with Olympia’s youth population.”

### **School Marketing**

Olympia Youth Council Advisors indicated marketing the youth council and its affiliated events at schools is paramount. The youth suggested the council should use schools to visit and give presentations, advertise, host focus groups and additional events, send out surveys, and hold meetings. In its essence, Olympia’s youth believe the youth council can establish a presence in Olympia through, “Visiting different schools in the different districts to spread awareness and promote.”

### **Community Events**

Olympia Youth Council Advisors suggested a future youth council host youth-centered community events such as “seminars,” “clothing drives,” “outreach programs,” and “youth town halls.”

### Youth Council Structure

#### STANDARD PRACTICES

**Youth Council Names** – Across the youth councils analyzed, all included the term “youth” in their name. Through the lens of phrasing, 56% of these entities are named the “youth council,” 18% utilize “Mayor’s Youth Council,” 16% use “Youth Committee,” 4% use “Mayor’s Youth Commission,” 2% use “Youth Advisory Committee,” less than 1% use “Youth Advisory Council” and “Parks & Recreation Youth Advisory Board.” Through using statistical techniques with this data, we are confident that 45-68% of youth entities/councils across the USAs use the phrase “Youth Council” in their name.

**Housed** – Youth councils across the USA are primarily housed directly under the city government, without being in a specific department. Others are placed in the following departments; parks & recreation, customer care, human services, public relations, and community service.

**Youth Council Funding** – Over 90% of youth council advisors/liaisons stated youth council’s primary source of funding comes from the city government, with only two youth council advisors/liaisons expressing they are not given a city operating budget, depending on fundraising. However, regardless of the primary funding source, many youth councils seek financial opportunities through grants, fundraising, and county funding opportunities. Considering most youth councils primary source of funding is from the city government, 62% of advisors/liaisons said their youth is not involved in their youth council budgeting process.

**Resources** – Various resources are necessary to run a youth council. Of principal importance, running a youth council needs an operating *budget*. To build the infrastructure and culture, money is needed for marketing materials, field trips, workshops, conferences, food, transportation, events, and youth council apparel. Next, *support* from the mayor, city manager, city officials, schools, parents, and the community at large is needed for youth councils to be successful. Other resources mentioned as important to successfully run a youth council include dedicated advisors/liaisons, meeting space, engaging guest speakers, time, and dedicated youth.

**Expenses** – The primary expenses associated with running a youth council are *meeting*, *travel*, *event*, and *apparel* expenses. Regarding *meetings*, many youth councils provide food and additional refreshments for the youth. Other meeting expenses include office supplies, prizes, and transportation. Because many youth councils *travel* to conferences, field trips, and additional events, transportation, lodging, and food are relevant expenses. Many of the youth councils studied do not provide transportation to attend meetings, as 74% of youth council liaisons stated they don’t provide transportation for their youth council members to fulfill these civic duties. Regarding *events*, youth councils also host events, such as conferences and banquets, which pose a significant expense for youth councils. Many youth councils get youth council-specific *apparel* designed, such as t-shirts, jackets, hoodies, etc., to represent their councils at meetings and events tangibly.

#### BEST PRACTICES

Research did not identify any best practice recommendations on structural youth council changes beyond what was standard operating procedures.

### LOCAL YOUTH RECOMMENDATIONS

Olympia Youth Council Advisors provided structural advice for the city to consider while preparing to launch a youth council. From this advice, three primary themes emerged; (1) utilize a youth-centered approach (2) create a strong infrastructure, and (3) consider diversity. We expound on these themes below.

**Youth-Centered Approach** – When developing the youth council, the youth advisors suggested the importance of employing a youth-centered approach. Specifically, Olympia’s youth want a council led by the youth, with youth voices amplified, youth having decision-making power for the council, autonomy to engage in youth-related initiatives, and youth feeling heard. Speaking directly about this youth-centered approach, one youth advisor said...

*“I think there should be an emphasis put on everything being youth-related as that will attract more interest and act as a collective space for youth to feel heard. There is this conception that we must listen to adults and wait for our turn, but most of the change today is enacted by this generation - youth. So, from the start, it needs to be made clear that it is a YOUTH council where OUR ideas and opinions are being discussed.”*

Regarding “feeling heard”, one youth advisor discussed adults’ tendency to marginalize youth’s voices, “Listen to us, that’s why you brought us in. I know it seems silly to say, but really pay attention and listen to what your youth council members have to say. I’ve heard too many horror stories of school boards that don’t listen to student feedback and it ends up costing them.” Olympia Youth Council Advisors recommend a structured system of operations to ensure all youth council members’ ideas can be communicated and taken action on in appropriate manners.

**Strong Infrastructure** – Another theme emerging from this prompt was the importance of establishing a strong infrastructure for the youth council. Olympia Youth Council Advisors mentioned the need for structure and systems within the application process, meetings, development, leadership, and activities. In fact, a youth advisor provided an example of what this structure could look like, “At the beginning of the year, offer training and capacity-building opportunities to youth council members such as through workshops or seminars that empower them with the necessary knowledge and expectations. Establish a system for ongoing evaluation and reflection to assess the council’s activities/performance and identify areas for improvement.” Other items the youth mentioned prioritizing are scheduling, communication, and governance.

**Consideration for Diversity** – Olympia Youth Council Advisors suggested they want their council to reflect various races, gender identities and expressions, economic backgrounds, sexualities, and abilities, due to their influence on the diversity of thought. They included lived experiences and extracurricular activities as diverse identities. One youth advisor said, “Make sure to consider people of many different backgrounds to ensure the youth council is comprised of many different opinions and thoughts. This will promote meaningful conversations.” Similarly, another youth advisor stated, “I really hope that we can create a youth council with people from different racial, gender, and economic backgrounds so we can have input from different viewpoints.” Ultimately, the youth advisors would like their youth council to be representative of the diversity amongst their peers to better serve their city. Olympia Youth Council Advisors stated that youth should not be appointed to the youth council based solely on identity. They suggested that it is not someone’s identity alone, but their lived experiences that can be shared and represented that is valued.

### Youth Council Membership

#### STANDARD PRACTICES

**Amount of Members** – Data regarding the amount of members seated on youth councils were primarily retrieved from the online websites (e.g., membership lists, handbooks, etc.). The average number of members that serve on the youth councils studied is 18. However this number ranged from 6 to 60, with the most common number of youth council members on youth councils is 20.

**Compensation** – 70% of respondents indicated they are not compensated for serving as a youth council member. The 30% of those who indicated they are compensated, stated they are primarily compensated with service hours, food, and merchandise. Very few participants said they are compensated through additional ways, including money, scholarships, and end-of-the-year banquets and ceremonies.

**Youth Council Application/Qualifications** – The most common qualifications listed on youth council applications include being a city resident and a High School Student in good academic standing. Additionally, many applications required letters of recommendation.

#### BEST PRACTICES

When youth council members were asked how their youth council membership could improve, a primary theme of improvement was wanting their youth councils to have more members.

**Diversity** – When youth council members were asked how their youth council could improve, a primary theme of improvement was diversity to better represent the community they serve. 72% of respondents indicated diversity has a major impact on their youth council because it provides opportunities for usually marginalized/minoritized voices to be amplified, promotes equal opportunity, and allows them to serve their entire community better. Regarding amplifying marginalized/minoritized voices, one respondent said, “I myself am Latino and feel my voice is heard and respected.” Another respondent discussed the importance of diversity in addressing issues across the entire community ...

*“Diverse voices have a great impact in our council as this reflects how we represent the different demographics in the community. Issues that we may not know about are brought to our attention, which allows us to take the appropriate actions quickly and efficiently.”*

Additionally, a participant discussed how diverse voices help monitor bias, “...People are inherently biased, so having multiple perspectives voiced lowers the amount of blind biased action happening.” Lastly, another respondent spoke to how diverse voices in their youth council prompted the creation of a youth council podcast, “Our group is very opinionated and loves sharing our own thoughts and ideas, which is one reason we started the podcast.”

On the contrary, the respondents that stated diversity doesn’t have an impact on their youth council indicated their youth council lacks diversity, primarily because of a trickle-down effect of their city lacking diversity. This suggests cities lacking diversity in certain demographic categories will experience challenges composing a diverse youth council. Unfortunately, this may impact the success of the youth council because, as a respondent suggested, the lack of diversity produces



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limited ideas, "... [my city] tends to have very limited diversity, so there's not a lot of other perspectives or opinions on the council."

**Compensation** – Through implementing various coding techniques, the insight below captures the major themes illustrating how survey respondents believe youth council members should be compensated for their service. The major items discussed were recognition & acknowledgment, community service hours, monetary rewards, and treats. When youth council members were asked how their youth council could improve, a secondary theme of improvement was compensation.

### Recognition & Acknowledgement

The most prominent way (33% of responses) in which youth would like to be compensated for their service is to be recognized and acknowledged for their work. In fact, they suggested this recognition can come in various forms, including certificates, banquets, ceremonies, media spotlights, letters of recommendation, scholarships, and graduation cords. For example, one participant spoke to many of these suggestions ...

*"Recognizing youth council members for their contributions and service is also a form of compensation. This can include certificates of achievement, letters of recommendation, or other forms of recognition that can help youth council members build their resumes or college applications."*

Some participants suggested the importance of an end-of-the-year celebratory event to recognize youth council members for their service. Next, because serving on the youth council is a leadership position within itself, a participant said, "As a leadership position, a scholarship should be awarded awards, social media spotlight, newspapers, graduation pin."

### Community Service Hours

The second most prominent response (27% of responses) was that many youths believe their participation should be strictly service, with no monetary gain. In fact, many of the respondents are satisfied with service/volunteer hours as one participant stated, "The experience is rewarding enough." Discussing the value of servitude, one participant said, "Through seeing the impact they have in their communities. Being a member of a youth council means servitude, not receiving accolades for providing for your fellow human beings." Lastly, one participant said it frank, "I do not think that we should be compensated for our service because it is "service."

Regarding those that may not be able to receive service hours, one participant shed light on remaining inclusive "Those who do not or cannot take service hours, should be on the council or to have a discussion with the youth and youths parent's to see if a medium is possible." For example, one participant suggested serving on a youth council could be offered as an internship, "Some youth councils offer educational opportunities, such as scholarships or internships, as compensation for council members."

### Monetary Rewards

The next most cited (25% of responses) form of compensation desired was money. Some participants believe youth should be financially incentivized through grants, per diem, stipends, or gift cards, for various reasons. Drawing from the service theme, some respondents suggested obtaining service hours isn't enough. For example, one respondent said, "Volunteer hours don't

# Youth Council Research & Recommendations for the City of Olympia, Washington

work to motivate students equally so that a financial incentive would be the most appealing.” Similarly, another respondent discussed the importance of financial incentives to being inclusive to all socio-economic backgrounds ...

*“They should be compensated with MONEY. I am being totally serious when I say this. I love being part of the youth commission, and at first, hours were enough for me, but when I realized that I dedicated 6-8 hours a week to the work I do with the council, monetary compensation became an interest to me. A stipend would be ideal for Commissioners; it encourages productivity and also guarantees that students who may have to provide for their families economically will have something to bring back home. For example, a student who has to work after school to sustain their household cannot afford to be part of the Commission, especially if they aren't paid for their time.”*

Building upon this insight, some participants conceptualized their service as a youth council member as a job. For example, a respondent said, “because it is a job, payment will allow youth to not need another job that will take away time from the city.”

## Treats

Lastly, participants indicated youth council members should be compensated with supportive resources, including food for meetings and merchandise (shirts, hats, etc.) so they can represent their youth council at events.

## LOCAL YOUTH RECOMMENDATIONS

Olympia Youth Council Advisors recommended that a future Olympia Youth Council have between 18 and 20 members because that is “a great number to equally represent all of the communities in Olympia.” They also recommend a minimum age of 14 and a maximum age of 20, to allow “a wider range of opinions and views.”

**Diversity** – Olympia Youth Council Advisors recommended not selecting members solely on the basis of demographic information to have representation within the council. However, since diversity on the council is a paramount desire, peoples’ contributions and capacity to represent their identities on the youth council is encouraged to be used as criteria for selection to the youth council. Here are some related statements from Olympia Youth Council Advisors:

*“Our council should reflect the diversity within our community.”*

*“A council that is inclusive and diverse, representative of all the youth in our area.”*

*“People on the council should represent all schools and backgrounds.”*

*“I think that this council would look like the youth in Olympia, both reflecting diversity racially and in gender identity.”*

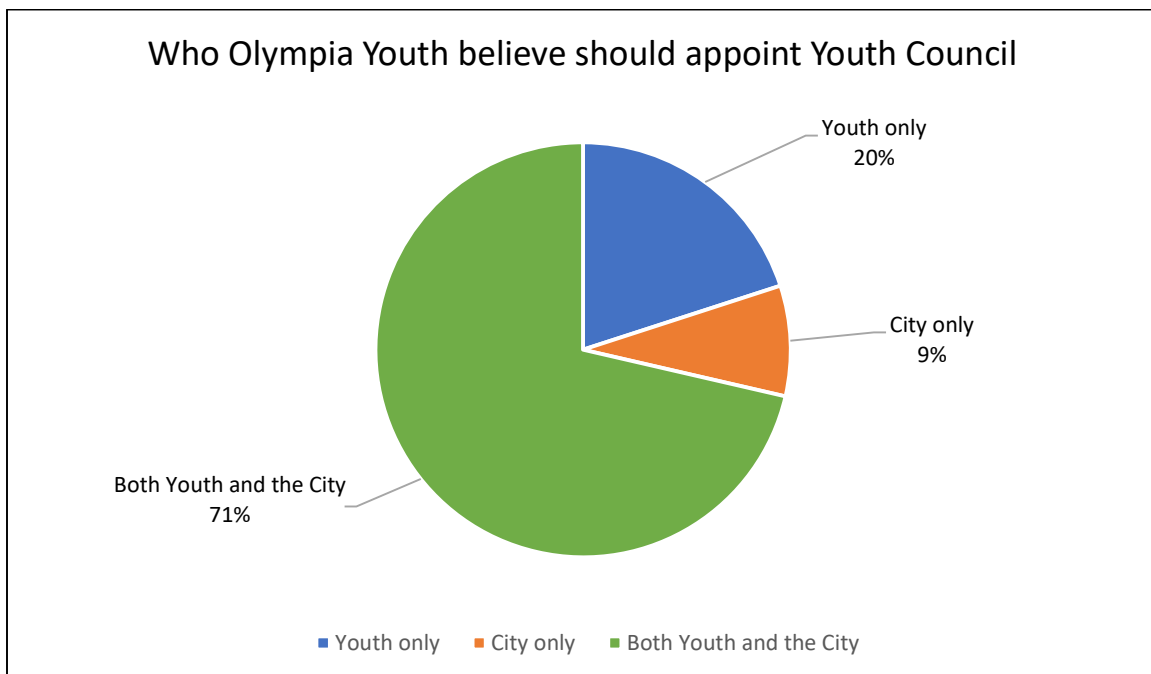
*“An inclusive environment filled with many youth in Olympia who are proactive and willing to advocate for others.”*

# Youth Council Research & Recommendations for the City of Olympia, Washington

**Compensation** – Olympia Youth Council Advisors recommended that future Olympia Youth Council members be compensated with \$200, community service hours based on participation, and a couple other benefits not yet named. This amount of compensation was named because it is the amount that Workgroup members received and could be raised later if necessary. 62% of Olympia Youth Council Advisors also said that the City of Olympia should be responsible for setting the amount of monetary compensation youth council members receive.

**Opportunities for Non-council Members** – The Olympia Youth Council Advisors recommended that just because someone did not get selected as a youth council member initially, there should be other opportunities to contribute to youth council endeavors, because “not getting in doesn’t mean there is no potential.”

**Appointment of Youth Council Members** – More than 90% of Olympia Youth Council Advisors believe that youth should be involved in selecting and appointing members to the youth council. 20.0% said that youth should have the only say, and 71.4% prefer a blend between youth and the City. 8.6% of Advisors believe that the City should appoint youth council members without youth involvement.





### Youth Council Meetings

#### STANDARD PRACTICES

**Meeting Days & Times** – The most common day meetings are held are Wednesdays (34%), Tuesdays (29%), Mondays (15%), Thursdays (13%), Fridays (4%), and Saturdays (2%). The most common times meetings start are 6:00 pm and 6:30 pm.

**Meeting Frequency** – According to youth council websites, the majority (56%) of youth council meetings meet monthly, 41% meet twice a month, and 4% of youth councils meet weekly. 53% of survey respondents indicated they meet monthly, 35% meet biweekly, 6% meet weekly, and 3% meet bimonthly.

**Meeting Structure** – These meetings generally consist of a welcome, presentations of old business (updates from last meeting/approving last meeting minutes), new business (project and event updates, new initiatives and ideas), guest speakers, games, and food. Primarily, the youth council’s leadership (chair, mayor, etc.) runs these meetings, with assistance from the youth council’s adult advisor/liason.

#### BEST PRACTICES

**Youth Council “Season”** – Participants ranked the months that are most convenient for them to engage as a youth council member, and the data suggests August-March is the ideal time frame. Below are months in the order of most convenient to least.

1. October (68%)
2. September (64%)
3. January (59%)
4. November (58%)
5. March (54%)
6. February (53%)
7. August (49%)
8. December (48%)
9. April (44%)
10. July (43%)
11. June (38%)
12. May (35%)

**Youth Council Meeting Frequency** – The majority of the youth in our sample indicated youth council meetings should be held once a month. Below you will find the exact statistics.

Monthly	53%
Twice per week	30%
Bimonthly	12%
Once a week	7%



# Youth Council Research & Recommendations

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*Discussion* - Another core element of effective and engaging meetings are meaningful discussions. According to the data, youth want to have discourse surrounding relevant and intriguing topics with all their fellow youth council members. In fact, various respondents illustrated the importance of creating a safe space to address relevant topics so varying perspectives can rise. For example, one respondent said, “A diverse group of members can bring different perspectives and ideas to the table, which can lead to more creative and effective solutions.” To promote inclusive discussion, participants suggested discussions should be creative, because, as one respondent said, “Sometimes people feel like they can't speak in large groups. Do your best to give them chances to speak.”

*Guest Speakers* - Continuing with this idea of creativity in meetings, our respondents value when guest speakers talk to them during their meetings. Specifically, youth enjoy community-based guest speakers. For example, one respondent said, “Youth Commission meetings feel especially engaging when a member of city government comes to speak as a guest. This allows us insight into government policy and planning to engage the youth.”

***“Youth Commission meetings feel especially engaging when a member of city government comes to speak as a guest. This allows us insight into government policy and planning to engage the youth us.”***

- youth council member

*Games/Hands-on Activities* - As much as survey respondents value discussions and guest speakers, of the utmost importance, our respondents indicated the need for hands-on activities. Various respondents mentioned how they want to have fun because, as one of the youths stated, “I didn’t sign up for a lecture.” Specifically, at meetings, youth want time to engage in small and large group activities, games, and socializing.

*Friendship/Interactions/Team Building* - Regarding socializing, our respondents stated youth council meetings should be utilized to interact with their fellow youth council members so they get to know them and establish rapport and relationships. Some respondents suggested a way to foster this is through implementing team-building exercises at meetings: “It is also very effective to have team building exercises in order for the council members to become more comfortable interacting with others and voicing their opinions.” Coinciding with this insight, many respondents stated developing friendships within the youth council promotes their engagement.

*Participation* - Next, respondents discussed the importance of everyone participating in meetings. According to the youth, when everyone attends meetings in person and participates in conversations, meetings are effective. Expounding on this idea of active participation, a respondent stated, “Encourage active participation from all members of the council. Facilitators can do this by creating an open, welcoming environment where all members feel comfortable contributing.”

*Food* - Lastly, various participants discussed the importance of food (snacks, treats) being offered at meetings, especially since they’re often held after school around dinnertime.

When youth council members were asked how their youth council could improve, primary themes of improvement for meetings were offering more interactive activities, better locations, flexibility around time conflicts, higher meeting frequencies, and improving overall meeting structures.

# Youth Council Research & Recommendations

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### LOCAL YOUTH RECOMMENDATIONS

**All-council Meetings** – Olympia Youth Council Advisors recommended that a future Olympia Youth Council conducts the majority of all-council business through October through March, because “we are more likely to get a wider variety of participants and people with more available schedules.” They further recommended providing members with enough time to receive and process information between meetings, that two business meetings be scheduled in the above months, and meetings be held as long as there is business to attend to. Olympia Youth Council Advisors recommended that meetings falling on holidays be rescheduled at least two meetings prior. Below are the percentages of support months received from youth councils across America (included in best practices above) and Olympia Youth Council Advisors:

Month	Youth Councils across U.S.	Olympia Youth Council Advisors
October	68%	62%
January	59%	50%
November	58%	44%
September	64%	41%
February	53%	41%
August	49%	30%
March	54%	29%
July	43%	21%
April	44%	15%
June	38%	18%
December	48%	15%
May	35%	8%

Olympia Youth Council Advisors further recommended that the majority of all-council business is conducted on Wednesdays from 4:00pm-6:00pm. One Advisor shared: “I think that having meetings on the weekends in the school year would be hard. Kids would not be very happy about their weekend being taken up with this, but after school on weekdays would probably work better.” Hybrid meetings are recommended (in-person with a virtual option), because it will allow more people to be a part of the council.

*“I think that having meetings on the weekends in the school year would be hard. Kids would not be very happy about their weekend being taken up with this, but after school on weekdays would probably work better.”*

- Olympia youth

**Subcommittee Meetings** – Olympia Youth Council Advisors recommended subcommittee meetings be held on Mondays and Tuesdays within a 7:00pm - 9:00pm time slot because it precedes the Wednesday all-council meetings and “opens up time after sports/school/etc.” Olympia Youth Council Advisors recommended subcommittee meetings be held hybrid with advanced notice so because it “Makes it more accessible, emphasizes equity while having an in-person alternative for more efficient meeting.”

### Youth Council Member Terms

#### STANDARD PRACTICES

Drawing from youth council websites and affiliated handbooks, the majority of youth council terms last for one year (58% of councils have one-year terms, the next highest is two-year terms at 20%). Youth council terms primarily run during the school year months, September-June.

#### BEST PRACTICES

The most prominently occurring theme from youth council members across the United States was ensuring an overlap between experienced and inexperienced youth council members, such as having two-year terms with half of the council appointed each year, or single-year terms with a streamlined reappointment process. One youth council member suggested “there needs to be a group of students on the youth commission that stays engaged with the activities and know what they are doing” while another reflected “they can teach the first years what worked and what didn't to make a more effective council.”

The average number of years youth council members surveyed across the country anticipate they will serve was 3 years.

*“there needs to be a group of students on the youth commission that stays engaged with the activities and know what they are doing.”*

- youth council member

#### Reasons current youth council members suggest a 1-year term

*“I think a one year term is best because they should maintain a standard that should be reviewed every year to ensure that they are still fit to be on the council.”*

*“People's situation during high school can change very quickly, so short terms are better.”*

*“I know people who joined our youth commission [during their last year of eligibility], and therefore wouldn't be eligible for a 2-year term.”*

*“While many will choose to reapply, I feel it's important to revisit the applicant at 1 year just to recommit in a sense.”*

*“I personally had to take a break from my youth council after 1 year of service because I knew I could not make the commitment with my busy schedule. High school gets very busy and unfortunately you can't always do everything you want. . . . In my opinion 1 year terms will make the council a lot more flexible with much more activity among its members.”*

#### Reasons current youth council members suggest a 2-year term

*“You don't have to fill out the application every year.”*

*“Kids don't have to rewrite an entire essay.”*

*“You can learn from the experiences you had your first year.”*

*“It gives them an opportunity to help make improvements on city activities their second year and help events run smoother.”*

*“With extra time comes experience with events. You are familiar with what has been done in the previous year, there isn't a large learning curve and you can mentor others who are new.”*



# Youth Council Research & Recommendations for the City of Olympia, Washington

One youth council respondent had served under both a one-year term and a two-year term. They shared this perspective:

*“Having undergone both options, I believe that a 1-year term is more beneficial than 2, because more and more incoming youth have an opportunity to share their ideas with the city and take action opposed to an older council member who may not be giving their ‘all’ so to speak as far as their commitment and collaboration.”*

## LOCAL YOUTH RECOMMENDATIONS

**Term Duration** - Olympia Youth Council Advisors recommend that the council member term for a future Olympia Youth Council is 1-year term, because it “Gives more freedom to do it to more people including seniors. Flexibility to everyone so we can have more people actively participating.” They also noted that if a one-year term is not possible, then maximum of a two-year term with a “check-in” between the first and second year, with the possibility of dropping out or removal after one year. The average number of years Olympia Youth Council Advisors said a youth will “ideally” serve on the council was three, and maximum number of years being four.

*“[a one-year term] gives more freedom to do it to more people including seniors. Flexibility to everyone so we can have more people actively participating.”*

- Olympia youth

**Term Start/End Dates** - Olympia Youth Council Advisors also recommended that the council member term for a future Olympia Youth Council starts on August 1 and ends on July 31, and with “a flexible ending so we can keep doing projects over the summer.” This is in case “we want to still do projects over the summer and believe that we should have flexible meetings over the summer.”

**Term Limits** - They recommend that council members be limited to serving four years “because it allows to have people who have been on the council before but also allows for a lot of new people who will have new ideas and viewpoints.”

**Onboarding for new members** – Olympia Youth Council Advisors recommended that new council members of a future Olympia Youth Council have an onboarding process that extends three weeks in late June, with one 2-hour onboarding session each week. Onboarding is recommended to have a hybrid option, while encouraging youth to participate in person. They further recommend that about 10% of the onboarding be led by former and/or current Olympia Youth Council members. One of the goals for onboarding is creating an environment where “members are comfortable with each other and feel heard, and therefore aren't afraid to speak their minds respectfully.”

**Onboarding for leadership** – Olympia Youth Council Advisors recommended leadership training should have three sessions in late June / early July with each being two hours in duration, and with a requirement to attend at least one in-person session. This timing is to avoid advanced placement testing and also respect the plans of athlete training for fall sports.

## Roles of Youth Council Members

### STANDARD PRACTICES



Youth council liaison/advisor data provided insight into the most prominent active leadership roles in youth councils. Over 90% of youth councils analyzed have leadership roles, ranging from one to eleven roles per youth council. Below you will find the types of leadership roles in the order of their prevalence.

Frequency of title in respondent councils:

more than 25%	10% - 25%	Less than 10%
Mayor, Secretary Chair, Vice Chair, Mayor Pro Tem	Treasurer, Historian	Vice President, Recorder, Communications Director, City Manager, Volunteers Coordinator, Timer, Social Media Chair, Social Chair, Service Coordinator, Recording Secretary, Publicity officers, Publicity Director, Public Relations, President, Planner, Media Specialist, Media Assistant, Marketing Director, Manager, Jr. Commissioners, Hospitality Coordinator, Finance, Director, Coordinator, Community Service Chair, Community Coordinator, Communications, Attorney/Deputy Recorder, Attendance Secretary

# Youth Council Research & Recommendations

## for the City of Olympia, Washington

The majority (55%) of youth councils analyzed have sub-committees/task force groups based on relevant projects and events to their youth council. Examples of committees are listed below.

Advocacy	Diversity Wellness	Social / Community Service
Arts & Culture	Environment	Summer Tour
Branding	Economic Development	Youth Entrepreneurship
Budget	Health and Wellness	Youth Magazine
By-laws	Hospitality	Youth Outreach
Civic Engagement	Interview	Youth Philanthropy
Communications	Marketing	Youth scholarship
Cultural Awareness	Retreat	

26% of the youth council member respondents indicated they serve in a leadership capacity and provided insight into their role. Below you will find the ways in which they describe the leadership positions they hold.

- Chair**
- “Lead meetings, connect with my members, and plan community outreach projects”
  - “Delegating meetings, creating agendas, spearheading events, and oversee all committees and projects”

- Co-Chair**
- “Responsible for:
    - coordinating members and organizing meetings
    - leading discussion in meetings
    - meeting with liaison outside of meeting times
    - working to create successful projects and meet commission goals
    - coordinating with city councils in commission projects”

- Vice Chair**
- “ I am tasked with managing the several initiatives our Commission creates, as well as ensuring that any tasks necessary to the success of those initiatives are completed. I, alongside the Chair, aspire to foster a positive working environment”
  - “Filling in for the Chair when absent. Filling in for treasurer when absent. Filling in for Secretary when absent”
  - “ Act as the right man for the chairman to regulate meetings and hold events”

- 2nd Vice Chair**
- “all of the same responsibilities of a Vice Chair, just not approved by Council



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- Mayor Pro Tem**
- “ I step in for the mayor when absent and serve as a leader towards others”
  - “ sort of "vice" mayor who is in charge when youth mayor is absent”
  - “As mayor pro tem my responsibilities are to carry out meetings or events when the junior mayor is not present. I'm second in command after the junior mayor and we both inform and keep in touch with our members about different events”
- Historian**
- “Take pictures, make videos, social media, make sure everyone feel welcome and included”
- Secretary**
- “take and keep minutes, taking attendance, and rising to an occasion”
  - “ I take the minutes during the meeting, make the agendas, and take roll call during the meetings”
  - “responsibilities include presenting to council, reaching out to specific students, creating posters and joining monthly meetings to assist in creating an agenda for the following meetings”
  - “take note of meetings/create minutes”
- Timekeeper**
- “I am in charge of making sure meeting start and end on time”
- Arts & Culture Committee Chair**
- “Collaborating with Performing Arts centers across the metroplex”
- Activity Board Executive**
- “help plan and run activities as well as help members get to know each other better”
- Leadership Committee Executive**
- “plan events, conduct meetings, send information out to leadership council, etc”
- Events Coordinator**
- “My responsibilities include making sure the council has volunteers at city events, and that those who volunteer know what time and place they are volunteering”
- Head of Public Relations**
- “I was responsible for planning some of our major events and Setting up posters and announcements for all of our community events. I also wrote reports on our activities and they were released in the city newspaper”
- Financial Officer**
- “ I collect receipts to get refunded from the city and give monthly updates on the councils budget usage”

## BEST PRACTICES

Research did not identify any best practice recommendations on structural youth council changes beyond what was standard operating procedures.

# Youth Council Research & Recommendations

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### **LOCAL YOUTH RECOMMENDATIONS**

**Leadership Selection** – Olympia Youth Council Advisors recommended that a future Olympia Youth Council select its leadership in a three month window prior to the end of the active term, because this allows advanced notice to all the participants and gives the future leadership more control over how the next term is structured.

**Youth / Adult Splitting of Responsibilities** – Olympia Youth Council Advisors recommended the following split of youth council responsibilities between youth and advisor(s)/liaison(s):

#### **Youth Only**

- Managing meeting minutes
- Speak for the youth council

#### **Primarily Youth with Advisor/Liaison Overseeing**

- Organizing and managing the youth council budget

#### **Shared between Advisor/Liaison and Youth**

- Help recruit potential youth council applicants
- Sort youth council applications
- Interview youth council applicants
- Determine youth committee and leadership roles
- Creating meeting agendas
- Inviting guest speakers
- Communicate meeting scheduling changes
- Determining the youth council budget
- Coordinating and planning youth events
- Grant writing for projects as needed
- Ensure safety and well-being of youth council members

#### **Primarily Advisor/Liaison with Youth Overseeing**

- Finding and reserving meeting space for the youth council
- Ordering supplies and equipment

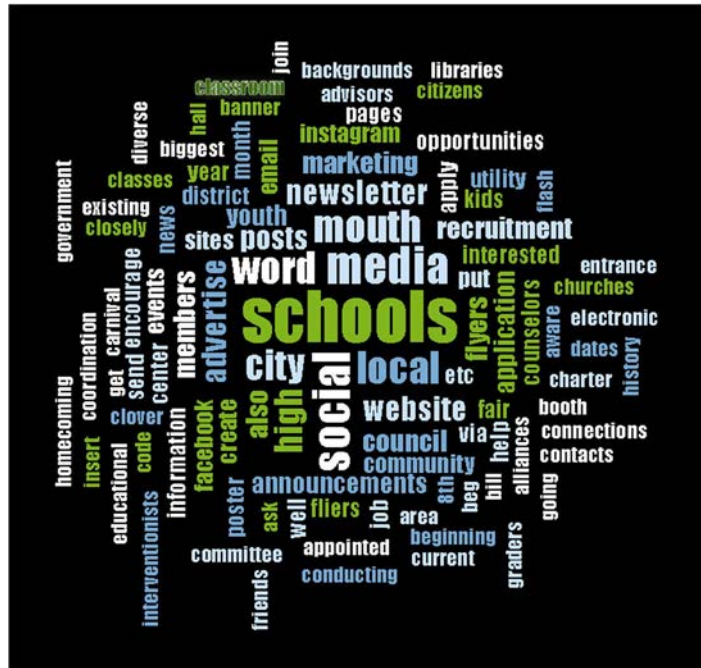
#### **Advisor/Liaison Only**

- Overseeing attendance

## Youth Council Application & Selection Process

### STANDARD PRACTICES

**Member Recruitment** – Along with youth council advisors/liaisons/overseers, a core responsibility of youth council members is recruiting their peers to become youth council members. This peer recruitment approach was evident as widespread since most respondents said youth create their own youth council marketing materials and disperse them. For example, one respondent described youth’s involvement in marketing: “We have young people create the marketing flyers and use a quick QR code that takes the interested party to the application site.” Generally, youth council liaisons get involved in the recruitment process only when power dynamics are involved. For example, one liaison said, “I send [youth council application] information to all local schools through counselors, interventionists, and other staff members.”



For example, one liaison said, “I send [youth council application] information to all local schools through counselors, interventionists, and other staff members.”

The primary recruitment methods youth utilize include *social media*, *schools*, and *word of mouth*. For example, all youth council liaisons stated their youth frequently use *social media* platforms such as Instagram, Facebook, Twitter, and TikTok to promote their youth council. (67.7% of youth councils studied have their own independent social media accounts.) Next, *schools* have been useful for dispersing flyers, getting teachers to encourage youth to apply, speaking at schools across the city, sending emails to principals and support staff, and having booths at homecomings. Lastly, *word of mouth* was a prominent recruitment strategy youth councils utilize as one respondent stated, “Word of mouth has been the biggest strategy.” In fact, many youth councils depend on youth council members to encourage their peers to apply. Additional recruiting strategies listed were community advertisements through city newsletters and websites, signage, dispersing flyers at community locations and events (e.g., job fairs, churches, libraries, city hall, grocery stores), and engaging with local media (e.g., radio shows.)

**Application Process** – Every youth council advisor/liaison stated they utilize an application process to select youth to serve on the youth council. This application process primarily entails rounds of interviews with personnel such as the liaisons, city councilmembers, youth council members, and the mayor. Additional information used to complement applications are letters of recommendation and/or references. According to the survey data, leadership skills are the primary quality sought through selection. On the other end of the spectrum, very few youth councils (three) explicitly stated their application/selection process is simply a formality because they accept all that apply. For example, one youth council stated, “We firmly believe that no youth should be turned down from volunteering in their community.”

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Youth council liaisons/advisors (most common), the city mayor (2<sup>nd</sup> most prevalent), city council (3rd), and youth council members (4th) are the most prominent parties involved in the selection process. Regarding youth council members' involvement, 60% of council liaisons stated youth are involved in the selection process through interviews and decision making. For example, one liaison/advisor said their youth council utilizes a “youth-driven” approach throughout their application process, intentionally excluding adults, allowing the youth to lead and select the new youth council members.

### BEST PRACTICES

Youth council members suggest Olympia develop a recruitment plan to shed light on the fact that a youth council exists, which will attract youth to apply to be a member of the council. This is important because one participant said, “Make sure to publicize that a youth council exists because I didn't know my city had one for the longest time.” Next, once youth council members have been seated, it's important to keep the youth of the city aware of their events, programs, and initiatives. To advertise, the youth council participants suggested attending school events and local businesses. For example, one participant said, “Send kids to Back to School night as it's a great time to recruit. Talk to the band director / coaches to get more kids. An invitation goes a long way. Chick Fil A will help too ha.”

### LOCAL YOUTH RECOMMENDATIONS

The Olympia Youth Council Advisors recommended the following application and selection process for a future Olympia Youth Council:

- 1. Youth Council Selection Committee members shall be 6 youth along with up to 2 ex officio adults (non-voting), all of whom have received **bias** training. Ex officio adults will only ask questions of youth and will not offer opinions, even when asked.*
- 2. Youth Council applicants can decide their form of application (can be written, recorded, visual, an interview, through recommendations, or other methods). If enrolled in school, youth must be passing their classes as a minimum, and if not passing help will be provided.*
- 3. Youth Council members will be selected based on their **potential** of representing Olympia youth and contributing to a thriving engaged and effective Youth Council.*
- 4. The youth on the Selection Committee will provide the CLPS a slate of recommended priority appointees that is 4 less than the final number and up to 6 additional names for secondary consideration with observations offered about each candidate.*
- 5. The ex officio adults on the Selection Committee shall provide the CLPS up to 4 additional names of candidates for secondary consideration.*
- 6. CLPS shall forward a full slate to the City Council for appointment including the recommended priority candidates plus 4 youth from the secondary candidate list.*
- 7. The City Council considers (approves) a recommendation to the full City Council for appointment of the recommended slate plus 4 youth from the list of secondary candidates.*

## Adult Youth Council Advisors / Liaisons

### STANDARD PRACTICES

**Title** – Reviewing the websites of youth councils across the USA made it apparent that the title of the adults staffed in this role varied throughout youth councils. Thus, the survey began by asking the title of their role. Survey data revealed 16 out of 31 respondents’ official title was “advisor,” nine were “liaison,” four were “coordinators,” one was “overseer,” and one was “director.” In short, the most prominent titles of this role are “liaison” and “advisor.”



**Staffing** – Next, respondents provided insight into how many adults are staffed in this role within their youth council. 14 respondents stated one adult is staffed in this role, nine respondents said two, three respondents stated four adults are staffed in this role, one respondent indicated four adults are staffed in this role, one respondent indicated five adults are staffed in this role, and one respondent stated six adults are staffed in this role. In sum, the vast majority of youth councils have three or fewer adults staffed in this role.

**Roles & Responsibilities** – Continuing to gather insight into this role, the primary terms youth council liaisons/advisors used when describing their role were “oversee,” “advise,” “mentor,” “manage,” “coordinate,” “support,” and “facilitate.” Logistical in nature, youth council liaisons/advisors oversee and advise the youth council in various capacities. Regarding the youth council, many liaisons/advisors are involved in *the process of appointing youth council members*. Specifically, they help recruit, sort applications, interview, and select. Once youth council members are appointed, these adults are responsible for also *placing youth into committees and leadership roles*. Regarding *meetings*, youth council liaisons play a coordinator role by identifying meeting space, creating meeting agendas, managing minutes, inviting guest speakers, communicating with youth council members, attending the meetings, and overseeing attendance. Next, whether youth councils receive money through the government or fundraising, liaisons are responsible for “organizing,” “overseeing,” and “managing” the *budget*. Additionally, youth council liaisons assist in coordinating and planning *events* and ensure the safety and well-being of youth council members at such events. Lastly, as adults, they must operationalize their position as a *liaison*, connecting the youth council to various power-holding parties, including guest speakers, the city council, the mayor, schools, and their greater community at large.

**Appointment** – Because the majority of respondents (55%) indicated they are *city employees*, they stated this role is simply part of their *job description* and *existing duties*. Every other respondent indicated they were appointed because they volunteered to serve in this capacity or “asked to apply.”





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way they can. For example, one respondent stated, “They need to be able to outsource work to the youth and be supportive and give help only when needed to make sure the youth are successful.” In short, liaisons/advisors should provide guidance, encouragement, and overall support. In other words, as a respondent said, this support should mirror “kind of like a mom .”

*Knowledgeable* - Next, youth want liaisons/advisors that are “smart,” “knowledgeable,” “experienced,” and a seeker of “wisdom.” For example, one respondent said, “someone who is continuously educating themselves about current issues.” Further, liaisons/advisors should be well-versed with youth-related issues, “Advisors should have knowledge of the issues and challenges that young people face, and should be able to provide relevant information and resources.” Lastly, a respondent spoke the ability to provide well-informed knowledge for future directions of the council, “being able to provide good insight on where and how things should go.”

*Organized & Responsible* - Given the multi-faceted nature of this role, youth said the liaison/advisor must be organized and responsible. For example, one respondent spoke about the importance of being organized at meetings, “making sure each meeting has a point. Don't drag on meetings because you misplaced a paper or digital file.” In fact, the organization of the liaison/advisor directly impacts the organization of the youth council as one respondent said, without the liaison being organized, “the foundation to the cause wouldn't exist.”

***In fact, the organization of the liaison/advisor directly impacts the organization of the youth council as one respondent said, without the liaison being organized, “the foundation to the cause wouldn't exist.”***

*Social Skills* - Next, youth want a liaison/advisor who is “relatable,” “personable,” “outgoing,” “enthusiastic,” fun,” “charismatic,” and “friendly.” According to the youth, these social skills will help in connecting with kids because as one respondent said, “being robotic pushes the youth away.” Another respondent spoke to the importance of relatability, “They should be able to relate to and understand what we are thinking.” However, one respondent said they should be relatable to an extent, “They have to be able to connect with youth without being too cringy. If they are giving a presentation, they also shouldn't talk on and on about how successful their kids have been.” Further, another respondent said this friendly rapport should be balanced, “I think that they should be able to connect with the youth and have fun with them while also being able to be serious and get things done.”

*Kind-Spirited* - Another top quality identified as important for an advisor/liaison to possess is “kindness.” Youth want a liaison/advisor whose spirit invokes kindness, caring, love, compassion, calmness, and focus. For example, one respondent said, “They should have the ability to maintain calm and focus and be very organized.”

***“They should have the ability to maintain calm and focus and be very organized.”***

- youth council member

*Communication* - Next, youth want a liaison/advisor with great communication skills because of the function of their role. For example, one respondent said, “They should have constant communication with all Commissioners. It is also their task to facilitate the function of all initiatives and do any necessary communication between Commissioners and City employees.”

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*Flexible & Understanding* - A liaison advisor that can be flexible is important because they must be understanding of the youth's schedule and learn how to engage with them in non-traditional ways. For example, a respondent stated, "Advisors should be flexible in their approach to working with young people, adapting their style to suit the needs and preferences of the council members."

*Listening Skills* - Because the liaison/advisor's role is to support, they must demonstrate active listening skills in an effort to make everyone feel included and necessary. For example, a respondent said, "an overseer must be able to keep their calm and be willing to listen at all times."

*Open-Minded* - Next, youth need a liaison/advisor that is open-minded, and able to understand the youth's perspective. For example, one respondent stated, "An advisor should be open-minded and receptive to new ideas and perspectives, even if they may differ from their own."

*Patience* - Given that adults will be guiding youth, this individual must display patience because, as one respondent said, "teenagers can be a handful." To further illustrate this theme, another respondent said, "Advisors must be patient and understanding, as young people may take time to express themselves and may need support in navigating complex issues." Next, another respondent said they must be "Someone who is patient but strict." This balance is necessary because another respondent stated, "they need to be able to work with teens who get distracted talking to friends, kids who are too shy to share ideas, and be someone who makes sure everyone feels noticed."

*Respect* - Considering power dynamics, a liaison/advisor should be someone that respects youth's voice, ideas, and their position. For example, one respondent said "They need to be willing to treat us like equals but push us to grow and learn as a team."

*Trustworthy* - Youth need a liaison/advisor that they can trust. In fact, the liaison/advisor should be skilled at establishing trust between themselves and the youth. One respondent spoke to the importance of having a trustworthy liaison/advisor, "Advisors should be trustworthy, creating a safe and confidential environment where young people feel comfortable expressing themselves."

*Commitment* - Youth want a liaison/advisor that is committed to the council, the youth of the city, and their community at large.

*Creative* - To keep youth engaged, they would like advisors/liaisons with creative and innovative ideas.

Additional qualities youth council members indicated liaisons/advisors should possess are passion, excitement, and being responsible.

***Challenges of Youth Council Liaisons*** – Youth council advisors/liaisons shared the primary challenges they experience within their role, and each respondent listed various challenges in-depth. This was evident through one youth council liaison stating, "Because there isn't a blueprint on how to do this," being a liaison of a youth council presents various challenges. Thus, respondents listed several common key challenges experienced within their role, including participation and interest, meetings, power dynamics, and more.

The most popular challenge cited amongst youth council liaisons was getting youth council members to actively *participate* in the youth council in general and engage with meetings, projects, and additional activities. Expounding on this challenge of participation, one youth council advisor/



# Youth Council Research & Recommendations for the City of Olympia, Washington

liaison stated, “Getting all kids to follow through, especially after we returned to school from remote schooling, was a challenge. Our first groups of Youth Council kids were very committed. Since they couldn't meet in person for so long, the newer group of students didn't have as much of an opportunity to learn the ropes from the older students.” In short, the data revealed many youth council advisors/liaisons experience difficulty keeping their youth council members *focused, engaged, and on track with their various responsibilities.*

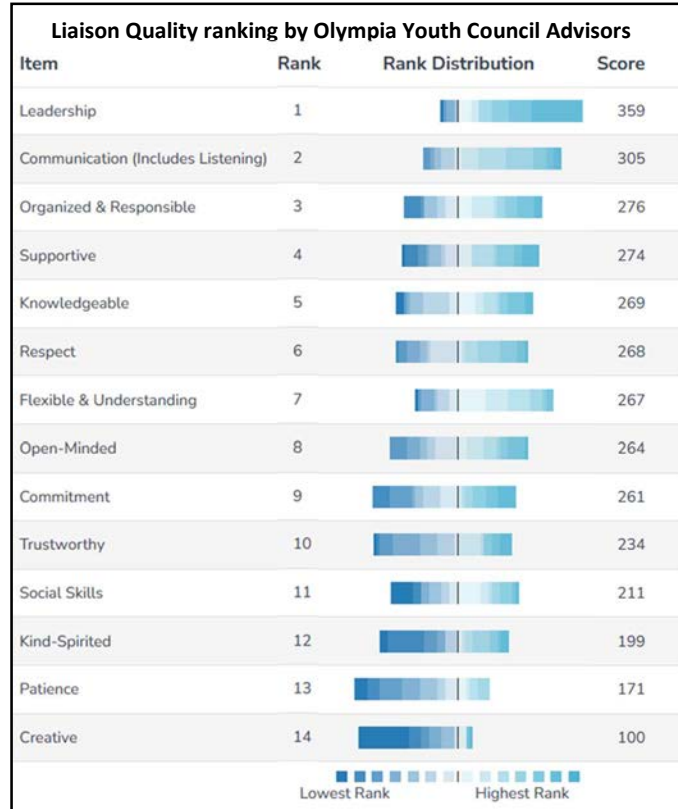
Another core challenge of youth council liaisons is related to *scheduling meetings.* Because youth council members are students with various extracurricular activities and youth council advisors/liaisons also have various responsibilities, time conflicts, and restraints become a relevant challenge to navigate. Similar to scheduling issues, communicating with teens is a major challenge experienced by youth council advisors/liaisons. For example, one respondent stated, “I may send a text message during the day, knowing they are in class, but hope they respond outside of class. Sometimes I think my messages get buried by the end of the day.”

Continuing with major challenges, some youth council liaisons said navigating the power relations between adults and the youth is difficult. In fact, a major part of their role becomes getting adults to understand the value of the youth’s voice. For example, one advisor/liaison said, “The larger struggle is working with adults on not pushing their agendas onto the [youth council] members. Lots of people like to do that, so it is important to serve as a mediator in those situations.” Additional secondary challenges mentioned by youth council liaisons included getting *diverse youth* of the youth council and *staffing.*

## LOCAL YOUTH RECOMMENDATIONS

The Olympia Youth Council Advisors recommended that Olympia keep in mind the following when selecting a future Olympia Youth Council liaison:

- ✓ Involved in Olympia and experienced working with youth
- ✓ High social skill competency
- ✓ Proficient at leadership and listening
- ✓ Committed to the council’s success
- ✓ Supportive and respectful



## RESEARCH METHODOLOGY

### Youth Councils across the United States

This research project aimed to determine how youth councils are constructed, organized, designed, and implemented to provide data-informed best practices and recommendations on how to best organize and seat a youth council for the city of Olympia. In an effort to explore youth council models, this study employed a mixed methods methodology. Through using a case study design, we collected qualitative and quantitative data. City and youth council websites were initially used to gather tangible data on youth councils across the United States of America (USA). Next, surveys were employed to gather insight from youth council advisors/liasons/coordinators/overseers to understand better how youth council models are constructed, organized, designed, and implemented. Through the lens of ethics, utilizing multiple forms of data collection in this study served to triangulate the findings, promoting the trustworthiness and validity of the findings. Through this research, the guiding research question was: *What are the primary ways youth councils are structured, organized, and designed in the USA?* The secondary question was: *How would youth across the USA and in Olympia recommend setting up a youth council?*

### **Data Collection: Procedures**

In February 2023, the researcher began the data collection process by identifying youth councils in the United States to research. As a starting point, the researcher conducted a web search of three phrases, “city youth council,” “city youth commission,” and “city youth committee,” to identify youth councils in the USA. After employing Google searches over a one-week span, the researcher identified 74 youth councils with publicly available data to explore. The researcher recognizes that more than 74 youth councils in the USA exist. However, the scope of the researcher’s search was identifying youth councils with publicly accessible data within one week. Ultimately, these 74 youth councils’ websites were analyzed to extract relevant data regarding how their youth councils are constructed, organized, designed, and implemented. Further, these 74 youth councils were also recruited/invited to complete questionnaires.

### **Data Collection: Documents**

Regarding document analysis, online documents were collected and analyzed to gather tangible insight into fundamental elements of youth council structures. The primary documents selected for analysis consisted of youth council-related content from 74 youth council websites. Eighteen cities studied had populations less than 40k, twenty-one between 40-80k, nine between 80-120k, and twenty-six over 120k. State representation is as follows:

Arizona (3)	Indiana (2)	New York (2)	Pennsylvania (1)	Utah (14)
California (8)	Maryland (2)	North Carolina (4)	South Carolina (1)	Washington (7)
Colorado (4)	Massachusetts (1)	Ohio (2)	South Dakota (2)	West Virginia (1)
Florida (3)	Mississippi (3)	Oklahoma (2)	Tennessee (3)	
Georgia (2)	Nevada (1)	Oregon (1)	Texas (6)	

The researcher thoroughly examined all 74 youth council websites. Each website was assessed page by page to extract relevant materials. Through this 2-week data collection process, 290 documents were used for analysis, including youth council webpages and additional subpages

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and documents, including youth council application forms, bylaws, and handbooks. These 290 documents consisted of approximately 30,000 words of text, 125 images, figures, charts, and illustrations. Once relevant data was identified, it was placed in the qualitative data analysis software QSR NVivo to prepare for data analysis. The content extracted from websites provided insight into youth council names, mission/purpose/responsibilities, membership, terms, duties, meetings, and the application process.

### ***Data Collection: Questionnaires***

Questionnaires were employed to gather widespread data regarding how youth councils across the United States are organized, structured, and implemented. In fact, the researchers created and dispersed two separate surveys with unique purposes (1) youth council overseers/advisors/liaisons and (2) youth council members. The youth council overseer/advisor/liaison survey was designed to gather data regarding the ways youth councils are structured, organized, and maintained, including structural questions on youth council membership, positions, meetings, committees, processes, sustainability, and overall impact. Next, aligning with our human centered approach, the youth council members survey was designed to capture youth council members' first-hand experiences, satisfaction levels, participative outcomes, and perceived best practices.

Both surveys were created collaboratively, using an expert scholar panel, literature review, and insight from Olympia's youth advisors and workgroup. The liaison survey consisted of 30 questions, and the youth survey consisted of 25 questions. Ultimately, both surveys consisted of questions seeking to answer the study's research question: What are the primary ways youth councils are structured, organized, and designed in the USA?

### ***Survey Procedures: Liaisons & Youth***

The 74 youth councils analyzed in the document analysis were formally invited by the researcher to participate in this research study by having their liaisons/advisors complete a survey, and encouraging their youth council members to complete a survey. Each youth council that would participate would be placed in a raffle for one of two \$500 grants.

The youth councils that were immediately responsive and agreed to participate were instructed of the first step (*phase 1*), liaisons/advisors completing an online survey. The unresponsive youth councils were sent up to two follow-up emails inviting them to participate in this research project. Through this process, 31 youth council liaisons responded with interest in participating in the study by engaging in step 1, completing the "liaison" survey.

Because this study sought to collect data from youth council members, in which many are minors, the next step (*phase 2*) involved the researcher obtaining informed consent from the parents/guardians of youth council members through an online informed consent form. To do so, the liaison questionnaire provided an opportunity for liaisons to provide parent/guardian contact information so the researcher could email the online informed consent form to them, or the liaisons could opt to be responsible for sending out the online informed consent form to youth council member's parents/guardians. In this, the majority of respondents opted to contact parent/guardians themselves, with only two liaisons providing parent/guardian emails to the researcher.

Once parents/guardians gave permission to their youth to participate in this research by signing the online informed consent form and providing the email addresses of their children, the

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“youth council member” questionnaire was automatically emailed to their child through the Alchemer platform (*phase 3*). Through this process, 104 youth council members across 15 youth councils completed the “youth council members” questionnaire.

In summation, the questionnaire data collection process included three phases. Procedurally, the researcher first sent the youth council overseers/advisors/liaisons an introductory email with instructions and a link to the “youth council overseer questionnaire.” Next, parental/guardian consent was achieved. Lastly, the youth council members received their survey via email and completed it. In short, *phase 1* was liaisons completing a survey, *phase 2* was parents/guardians giving consent, and in *phase 3* youth council members completing a survey. Ultimately, 31 youth councils were successfully recruited, consisting of 31 overseers completing the liaison survey and 104 youth council members completing the youth council members survey.

### ***Ethics***

This research was reviewed and considered ethical by the Institutional Review Board (IRB) at Temple University. Each youth council, youth council liaison, and youth council member that participated were given a pseudonym to protect their identity. All identifying information will remain confidential to the research team at Truclusion. All document and questionnaire data is stored on the Google Drive password-protected accounts of the researchers at Truclusion.

Because many study participants were minors, ethical considerations were an utmost priority. Before any minors were involved in this study, parents and guardians were provided information on this research project and given an option if their minor could participate or not. Through this process, parents/guardians from 31 youth councils signed the informed consent form, agreeing their child could participate in this research. Additionally, at the beginning of the youth council members questionnaire, the form provided an opportunity for youth council members to give informed assent, signaling the researchers have permission to use their data for research purposes.

Informed consent and assent were achieved by all participants. Before participants provided consent and assent, all details regarding this research project were explained and the option given to discontinue and/or limit their participation at any time. For example, one youth council liaison participated in this study solely by completing the liaison questionnaire because they chose not to involve their youth council members or parents/guardians in the research project.

### ***Data Analysis***

#### Documents

The raw document data extracted from webpages was placed in the data analysis software QSR NVivo to facilitate data analysis. These 270 pages of data were coded into seven major categories including “youth council names,” Mission/Purpose/Responsibilities, Members, Terms, Leadership & Committees, Meetings, Application. This data was analyzed using coding techniques (e.g., structural coding), and statistical techniques (descriptive statistics, sample statistics) in search for the most common and shared meanings within these categories.

#### Surveys

All survey data was exported from Alchemer into Microsoft Excel and/or NVivo software to facilitate data analysis. However, prior to data analysis, the researcher underwent a process of

# Youth Council Research & Recommendations

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data cleaning to extract faulty data/respondents with a substantial amount of missing data. Regarding the youth council members survey, 109 youth council members completed it. Regarding the liaison survey, all respondents who only responded to two pages or fewer of the questions were removed. Out of the 45 total responses, 23 fully completed the survey, while 22 partially completed the survey. Further, the researcher found that 15 out of the 22 responses were missing substantial data, while seven were sufficient. In total, 31 responses representing 31 different youth councils was analyzed and represented through the results. The table below details the state and city population of these youth councils.

State	Population 40,000 or less	Population 40,000-80,000	Population 80,000-120,000	Population Over 120,000
Arizona				1
California	1	1		
Colorado			1	
Florida		1		
Georgia	1			
North Carolina		1		
New York		1		
South Carolina		1		
South Dakota		1		
Texas				3
Utah	8	3	1	
Washington	2	1	2	1

All quantitative data were analyzed in Microsoft Excel in search of statistically significant insight. The statistical analysis techniques used were descriptive statistics and confidence intervals. Qualitative data was coded in QSR NVivo using various coding techniques (e.g., structural coding, focused coding) in search for codes, categories, themes, and additional shared meanings (Saldana, 2021). These shared meanings of the ways youth councils are organized, designed, and implemented are presented in the findings.

### Website Data

The data found on youth council websites were limited, and varied depending on the youth council. In other words, some youth council websites provided information that others did not. This will be evident in the results as all 74 youth councils are not represented in each category.

## Olympia Area Youth

The research team created a potential community engagement pool by asking Olympia youth to complete an application to become an “Olympian Youth Council Advisor,” which included the following questions:

- Where do you attend school, work, and/or other places you spend significant time?
- What do you like about the idea of becoming an Olympia Youth Council Advisor?



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- Where in Olympia do you live?
- How do you describe your home to friends?
- What is your race?
- What is your gender identification?
- Do you have a disability?
- If there is anything else you would like us to know about you, please share here:

The application was promoted across social media; through twenty-seven community partner youth-serving organizations; through local middle schools, high schools, and colleges; and by posting flyers across Olympia, including restaurants and frequently traveled hubs. Youth who applied that they would be selected to be either “workgroup members” or “panelists.” They were also informed that workgroup members would receive a \$200 stipend and panelists would be entered into a drawing of prizes donated by or for local establishments.

A total of 44 Olympia youth completed the application, of which 26 were selected as workgroup members and 18 as panelists. All 44 were sent either a consent form (for those 18 years or older) or an assent form (for those under 18 years old), which had to be completed prior to any further engagement occurring.

### **Self-reported demographics of Olympia Youth Council Advisors**

**Geographical regions** represented by Olympia Youth Council Advisors included Southeast Olympia, Boulevard Heights, Somerset Hill, West Bay, Northwest Olympia, West Olympia, South Olympia, West Olympia, Northeast Olympia, College housing, Downtown, Upper Eastside, Eastside, Southwest Olympia, Cain Road, and Ken Lake.

**Schools** represented by Olympia Youth Council Advisors included South Puget Sound Community College, Reeves Middle School, Olympia High School, Capital High School, Tumwater High School, Gravity Learning Center, Evergreen State College, Thurgood Marshall Middle School, Olympia Regional Learning Academy, University of Washington, Bellarmine Preparatory School, and Envision Career Academy.

**Extracurricular spaces and activities** represented by Olympia Youth Council Advisors included South Puget Sound Community College Student Life, community performing solo musician, sports outside of school, hanging out with my friends, going outside, speech and debate team, Kiwanis Key Club, National Honors Society, member of YMCA Youth and Government, work at dental office, Tumwater Valley Athletic Club, The Beat Box, robotics club, Budd Bay Café, go to the mall with friends, frequent many local businesses, restaurants, and venues within the community, work on Evergreen State College campus, student government, downtown library, French club, school equity board, work at Chipotle Mexican Grill, work at West Olympia Ross, Panera Bread Retail Associate, Rotary Interact Club, and Cheerleading.

**Housing** represented by Olympia Youth Council Advisors included varied from shelter to homes with and without yards to apartments.

**Races** represented by Olympia Youth Council Advisors included Pacific Islanders (Guam), Asian, Asian (Filipino), White, Mexican American, White Mexican, Black, Asian Indian, African, Puerto Rican, and Chinese.

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**Gender Identity and/or Gender Expression** represented by Olympia Youth Council Advisors included female, male, boy, nonbinary, girl, trans-femme, cisgender male, cis woman, demi-girl, androgynous/bi-gender, transgender male, and genderfluid. Pronouns used included “she/her,” “She/Her/Theirs,” “he/him,” “they/them,” “all pronouns”

There was one Olympia Youth Council Advisor who self-identified as having a disability.

### Process

The first step was defining what a “successful” youth council means to Olympia youth, and choose which questions should be asked for national research. The Olympia Youth Council Advisors workgroup members met virtually over Zoom. The session, run by youth and Truclusion team members observing, started with an anonymous word cloud prompt “What are you feeling right now?” Then workgroup members were placed into groups and asked to collaborate of Jamboard ideations answering questions such as “What will a successful Olympia Youth Council look like?” The groups brainstormed answers and placed them onto Jamboards. All the answers were then collected into seven primary themes, which helped inform the national survey questions.

Later, after national research concluded, the Olympia Youth Council Advisors participated in two rounds of self-guided surveys in order to share national standard and best practices with them, and see how their—now nationally informed—perspectives and opinions on what is best for Olympia may narrow. The first round of questions did not yet share national results. Those questions were all open-ended text fields asking structural questions such as “How many youth should comprise the youth council,” and strategic questions such as “What strategies can be implemented to ensure the youth council remains sustainable long-term?” The second survey took the answers from the first round and national research results, and asked Olympia Youth Council Advisors to rank ideas, using radio button grids, slider scales, drag and drop ranking, and open text boxes. There were also open text opportunities for Advisors to add context if they chose to.

Truclusion identified 23 items for the Olympia Youth Council Advisors to weigh in on. (The 23 items informed 18 of the 23 recommendations provided in the Recommendations section beginning on page 9.) For each item to be considered, Truclusion drafted a report with the standard practices, best practices, and Olympia Youth Council Advisors feedback. Truclusion next provided the report to City staff for their feedback on legality and feasibility on each item. Truclusion then added City feedback to the report (e.g., for meeting days: “Truclusion thinks that the City will consider any recommendation you choose other than on Tuesdays,” or for meeting modalities: “Truclusion thinks that the City will consider whatever you recommend for this section.”)

The Olympia Youth Council Advisors met collectively to consider each of the 23 items. This hybrid meeting was youth-led and based at Olympia’s City Hall. The Advisors had four different meeting spaces, with each space addressing different items. Advisors moved from space to space as they chose to weigh in on the items they prioritized. There were two voting sessions where all the items which had been discussed in the small spaces were voted on by the entire workgroup. The youth had decided themselves that a 66% supermajority would be needed to forward any recommendation, which was achieved for all 23 items. The supermajority decisions from that July 9 meeting are presented under “Local Youth Recommendations” in the *Results of National and Local Research* section beginning on page 29.

# Youth Council Research & Recommendations

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## City Council

### 2024 Preliminary Budget Briefing

**Agenda Date:** 10/30/2023  
**Agenda Item Number:** 6.B  
**File Number:**23-0951

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**Type:** information **Version:** 1 **Status:** Other Business

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**Title**

2024 Preliminary Budget Briefing

**Recommended Action**

**Committee Recommendation:**

Not referred to a Committee.

**City Manager Recommendation:**

Receive a briefing on the preliminary 2024 Operating budget including rates, Parking & Business Improvement Area (PBIA) Board, Special Revenue and a balancing update.

**Report**

**Issue:**

Whether to receive a briefing on the preliminary 2024 Operating budget including rates, Parking & PBIA Board, Special Revenue and balancing update.

**Staff Contact:**

Aaron BeMiller, Finance Director, 360.753.8465

**Presenter(s):**

Leonard Bauer, Community Planning and Development Director  
Tim Smith, Community Planning and Development Deputy Director  
Dr. Pamela Braff, Director of Climate Programs  
Marygrace Goddu, Cultural Access Program Manager  
Amelia Layton, Cultural Access Program Specialist  
Max DeJarnatt, Community Planning and Development Sr. Program Specialist  
Darian Lightfoot, Director of Housing and Homeless Response  
Jesse Barham, Water Resources Director  
Gary Franks, Waste Resources Director  
Mike Vessey, Drinking Water Utility Director  
Sophie Stimson, Transportation Director  
Jay Burney, City Manager

**Background and Analysis:**

The City Manager presented his Proposed 2024 Operating Budget to City Council on Tuesday

September 26. The Finance Committee received this budget information at their October 18 meeting for their review and discussion.

This presentation will focus on 2024 budget information, including a presentation on particular Special Revenue Funds and special programs for 2024, City-wide fee and rate adjustments by Community Planning and Development, Public Works Utilities budget and rate changes, and an update on balancing the General Fund for 2024.

**Climate Analysis:**

This agenda item is expected to result in no impact to greenhouse gas emissions.

**Equity Analysis:**

One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

**Neighborhood/Community Interests (if known):**

Members of the community may have an interest in this agenda item as it deals with City finances and fiscal governance.

**Financial Impact:**

There is no financial impact resulting from this discussion. The current 2024 Preliminary Operating Budget appropriates a total of \$223.4 million with a General Fund total of \$108.2 million.

**Options:**

1. Receive the 2024 preliminary budget update.
2. Do not receive the 2024 proposed budget update.
3. Reschedule the presentation to a future meeting.

**Attachments:**

None