



# 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.

### 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, Civilian Police Auditor, and Hearings Examiner
- Evaluate performance of City Manager, Civilian Police Auditor, and Hearings Examiner
- Evaluate Performance of Civilian Police Auditor
- 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. Civilian Police Auditor**

The Civilian Police Auditor audits misconduct complaints and reportable uses of force of the Olympia Police Department (OPD); makes recommendations for operational, training, or policy changes related to observations during the auditing process or where OPD potentially is not aligned with best practices; assesses whether OPD Police Officers interact with the Olympia community in a socially just and equitable manner through auditing misconduct complaint and reportable use of force investigations; and, engages with the Olympia community about policing, police oversight, and related community concerns.

### **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, establish the goals and draft agenda for the annual and bi-annual Council retreats, and review changes to the Council Guidebook before forwarding to the full Council for final approval.

### **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.

The City Council will appoint two-year, non-election-year cycle of committee and interjurisdictional assignments with off-year adjustments taking place on an as needed basis. Membership appointment to these groups is made 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."

## **2.14 Process for Council Vacancy**

State law (RCW 42.12.070) empowers the remaining members of a governing body to appoint a qualified person to fill any mid-term vacancy on the body. Traditionally, the Olympia City Council has filled such vacancies through a public application, interview and appointment process. If Council does not make an appointment within 90 days of the vacancy, State law transfers the power to appoint to the County Commission.

State law allows the appointee to serve until the certification of the next General Election at which a Councilmember would normally be elected. The appointee or any qualified person may run for the vacant position in that election, and the winner would complete the full term of the position.

### **Appointment Process**

Under the current process for filling a council vacancy, a three-person subcommittee of Councilmembers is formed upon confirmation of a vacancy on the body. The subcommittee will:

- Establish an appointment timeline

- Review and confirm application materials
- Review application evaluation documents
- Draft and review potential interview questions
- Review interview evaluation documents

If empowered by Council, the subcommittee will review the applications and recommend a slate of potential interviewees to the full Council. The full Council will deliberate and decide on the slate of applicants to interview in an open public meeting. The Council may meet in Executive Session to discuss the qualifications of a candidate, but no decision can be made during that session. Once Council confirms a slate of candidates, staff will ensure they are scheduled for interviews.

Candidate interviews are conducted by the full Council in an open public meeting. Council may meet in Executive Session to discuss the qualifications of a candidate, but no decisions can be made in the Executive Session. Currently, the Olympia City Council uses Rank Choice Voting to select the successful appointee.

Once selected, the appointee can join the full Council as a Councilmember after completing an official swearing-in process.



# 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
- Youth Council
- Community Policing 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**

Council 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 and Council.

An advisory committee chair may request the presence of the Council 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 Staff Support 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 Council. 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 Council. 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 (see Appendix C) is included on the Council internal webpage and can be obtained from the Assistant to the City Council. 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 Council 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. Special Recognition and Proclamations will be limited to no more than two per meeting. If additional declarations are requested, the City Manager will discuss the requests will be discussed during the weekly Agenda Setting meetings. Special Recognitions should be limited to two per meeting whenever possible.

**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 public's participation 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 goes beyond the time limits provided for each speaker, is outside the reasonable scope of City business, or when a speaker threatens to cause bodily injury and by words or conduct places the person(s) threatened in reasonable fear for their safety.

The Mayor is also empowered to establish reasonable time constraints or suspend Public Comment to prevent unreasonable delay of the Council meeting, whenever necessary due to an unusually large number of individuals who wish to speak. The Mayor may also 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 :

- Where the public testimony implicates a matter on which the City Council will be required to act in a quasi-judicial capacity, to prevent an appearance of fairness issue in such quasi-judicial proceeding; or
- Where the speaker promotes or opposes a candidate for public office or a ballot measure, to prevent a violation of state law regarding the use of public office or facilities in campaigns.

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, , shall limit the address to two (2) minutes. No person other than the Council and the person whose time it is to speak at public comment, 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 Council 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 Council recognizes the email needs to be responded to 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 Council 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 Council 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 resident of the City for at least one year immediately preceding such appointment. They are selected by the Mayor and recommended to the full Council for approval. Commissioners do not receive compensation for their service, but can receive a stipend per meeting to defray expenses such as transportation, meals, and childcare

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

#### C. Schedule

The Independent Salary Commission must meet annually 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
<b>Arts Commission</b> Forwards recommendations to Council for public art projects and Programs	Majority of members must be residents of the City of Olympia's Urban Growth Area  9 members, 3-year terms	
<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	Majority of members must be residents of the City of Olympia's Urban Growth Area  9 members, 3-year terms	
<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	Each member must be a resident of the City of Olympia and a registered voter in Thurston County.  3 members, 6-year terms	
<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.	9 members, 3-year terms	2 members must be architects

<b>Board/Committee/Commission</b>	<b>Members</b>	<b>Special Requirements</b>
<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	Majority of members must reside in the City of Olympia or Olympia's Urban Growth Area  11 members, 3-year terms	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
<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.	5 members	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
<b>Lodging Tax Advisory Committee</b> Recommends budget proposals to Council.	Majority of members must reside in the City or Olympia's Urban Growth Area or represent agencies located in Olympia.  5 members, 3-year terms	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

<b>Board/Committee/Commission</b>	<b>Members</b>	<b>Special Requirements</b>
<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	13 members	Members elected annually by the PBIA ratepayers
<b>Parks &amp; Recreation Advisory Committee</b> Makes recommendations to Council regarding parks and recreation plans, policies, programs, and projects.	50% of members must reside in the City of Olympia or the City's Urban Growth Area.  9 members, 3-year terms	
<b>Salary Commission</b> Reviews and establishes the salaries for all seven members of the City Council.	Members must be residents of the City of Olympia, citizens of the United States, and electors of Thurston County  5 members, 2-year terms	Appointed by the Mayor and approved by Council
<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	Members must reside or work in the City of Olympia or Olympia's Urban Growth Area  11 members, 3-year terms	

<b>Board/Committee/Commission</b>	<b>Members</b>	<b>Special Requirements</b>
<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

Interagency and Regional Bodies	Delegate/Alternate	Staff Support
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 Council
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>

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Annual Financial Report

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

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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>.

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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)

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Guidelines for Local Government Agencies in Election Campaigns

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

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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](#)

## Appendix C: City Council Referral Form



### City Council Referral Request

Tracking Number  
(Provided by Staff)

Date of  
Referral

Requester

Referral To ☐ Study Session

☐ Work Session

☐ Staff

☐ Committee of the Chairs

☐ Community Livability & Public Safety

☐ Finance Committee

☐ Land Use & Environment Committee

☐ *Advisory Committee (type here)*

#### Problem Statement

*A clear concise description of the issue(s) that need(s) to be addressed.*

#### Request

*What is being requested to assist in addressing the issue described in the problem statement?*

#### Relationship to City Business or Proposed City Business/Services

*Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Why is this the City's issue to address? How will this create a more adaptive and resilient organization? How will this enhance the City's work to further equity, climate, and social justice?*

#### Connection to Comprehensive Plan

*Choose all that apply.*

☐ **Public Health and Safety**

*A safe and welcoming Community; reliable and responsive emergency services; a safe and reliable water supply; public Infrastructure in the City is well-maintained; adequate food and shelter*

☐ **Community Livability**

*A commitment to a diverse, equitable, and inclusive community; access to affordable and stable housing; a safe transportation system with options for everyone; recreation opportunities for everyone; Connections to our culture and history*

☐ **Downtown**

*Vibrant, attractive urban destination; a safe and welcoming downtown for all; a mix of urban housing options; a variety of businesses; connections to our cultural & historic fabric; engaging arts & entertainment experience*

☐ **Economy**

*Abundant local products and services; a thriving arts and entertainment industry; sustainable quality infrastructure; a stable thriving economy*

☐ **Environment**

*Clean water & air; a daily connection to nature; preserved quality natural areas; a toxin-free community; a waste free culture*

☐ **Neighborhoods**

*Distinctive places & gathering spaces; nearby goods & services; neighborhoods that are engaged in community decision making; safe and welcoming places to live*

**Options**

*Describe proposed options for moving the idea or issue forward for the meeting body to consider.*

**Timing**

*Is this issue time sensitive, are there other timing factors to consider?*

**Supporting Documentation (Work Plan, Transportation Master Plan, Parks Plan, etc)**

*Are there documents that support your request or that should be considered?*

**Councilmember Signatures**

*Two Councilmembers must support the request including the Chair of the Committee of referral. (Cannot be a committee quorum unless discussed at an open public meeting of the committee.)*

\_\_\_\_\_  
Sponsoring Councilmember

1. \_\_\_\_\_  
Councilmember

2. \_\_\_\_\_  
Councilmember

**Staff Supplement**

*Staff will review the request to generate administrative impacts to be considered as part of proposal (staff to initial after their review):*

Budget Impacts:

\_\_\_\_\_  
Legal Review (to include regulatory authority):

\_\_\_\_\_  
Policy implications:

\_\_\_\_\_  
Implementation Considerations:

\_\_\_\_\_  
Staff Liaison: