



City Council

Approval of the 2023 City Council Guidebook

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

Type: decision **Version:** 1 **Status:** Passed

Title

Approval of the 2023 City Council Guidebook

Recommended Action

Committee Recommendation:

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

City Manager Recommendation:

Move to approve the 2023 City Council Guidebook.

Report

Issue:

Whether to approve the 2023 City Council Guidebook.

Staff Contact:

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

Presenters:

None. Consent Calendar item.

Background and Analysis:

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

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

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

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

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

Climate Analysis:

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

Equity Analysis:

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

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

Neighborhood/Community Interests (if known):

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

Financial Impact:

This item does not have a financial impact.

Options:

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

Attachments:

2023 City Council Guidebook