



General Government Committee

Discussion about Councilmember Reports at Meetings

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Title

Discussion about Councilmember Reports at Meetings

Recommended Action

City Manager Recommendation:

Discuss and provide guidance.

Report

Issue:

Shall General Government Committee recommend an amendment to Council's Guidelines regarding Reports?

Staff Contact:

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Presenter(s):

Cathie Butler, Communications Manager

Background and Analysis:

A regular agenda item for Council business meetings is "Councilmember Reports."

Here is the current statement about Councilmember Reports from the Council's Guidelines:

3.9 Councilmember Reports

Councilmember Reports are intended to allow Councilmembers an opportunity to share brief updates on committee and Council assignments and to seek guidance and direction. Councilmembers should do their best to be concise and restrict their remarks to these topics. Generally, Councilmember Reports should be no more than 5 minutes each.

For reports about Council Committee actions, the Committee's chair should give a brief recap of the substance of the Committee's discussion and recommendations. Items needing Council action or discussion will be scheduled for a subsequent Council meeting, so that all Councilmembers and the public have background information on the topic and any recommendations.

It is staff's observation that the "Councilmember Reports" item has evolved and lengthened over the years. Initially, the Report was a brief recap of information about significant issues/actions related to Councilmember interlocal assignments and to share how the Councilmember intended to "vote" on Olympia's behalf. If Council agreed that substantive discussion and/or action was needed, the topic was scheduled for a subsequent Council meeting. In recent years, Councilmembers have also used this portion of the agenda to:

- Recap discussion at Council Committee meetings
- Seek substantive discussion and/or direction on Interlocal assignment and/or Council committee issues
- Provide public service announcements on behalf of other agencies
- Highlight upcoming community events
- Recap individual Councilmember calendars

Councilmember Reports is current scheduled as the final item on Council's business meeting agenda, which often places it later at night.

Do you wish to propose some Guidelines or limitation on Councilmember Reports? A good starting point for discussion may be to define the purpose of Councilmember Reports.