



# Advisory Body Guidebook

City of Olympia

Updated: May 2025





# TABLE OF CONTENTS

INTRODUCTION	5
ROLES AND EXPECTATIONS	7
General Role of City Council Appointed Advisory Bodies	7
General Role of Staff Liaisons	7
City Council Decision Making	8
Advisory Body Work Plans	9
Expectations for Advisory Body Members	10
RULES OF PROCEDURE	11
Article 1. Meetings	11
Article 2. Advisory Body Organization	13
Article 3. Committee Operations	14
Article 5. Administrative Policies and Trainings	17
Article 6. Staff	19
ADVISORY BODY MEMBER INFORMATION	21
Stipends	21
Technology - E-mail	21
Reappointment	21
Removal from the Committee	22
Resignation	23
Term Limits	23
Council recognition	23
CONFLICT OF INTEREST	24
APPENDICIES	25
Appendix 1 - OMC 2.100	25
Appendix 2 - Technology Policy 26	53
Appendix 3 - Recruitment Cycle Overview	63
Appendix 4 - Parliamentary Procedure Guidelines	65
Appendix 5 - Parliamentary Procedure Guide Poster	67
Appendix 6 - Preventing Illegal Email Meetings	69
Appendix 7 - Open Public Meetings Act (OPMA) Overview	71
Appendix 8 - Electronic Communications - Tips & Tricks	73
Appendix 9 - OMC Polic 20 - Standards of Conduct	75



# INTRODUCTION

Welcome to your service on a City of Olympia advisory board, committee or commission (Advisory Body). This Guidebook is meant to provide you with an overview of the roles, expectations and procedures that will help you be a successful member of your Council-appointed Advisory Body.

Olympia is a non-Charter Code City (in other words, we don't have a City Charter, we have a Municipal Code) that operates under the Council-Manager form of government. The City Council is the City's elected, legislative policy-making body which determines not only the local laws that regulate community life but also determines public policy and gives direction to the City Manager to administer the affairs of the city government.

Advisory Bodies provide opportunities for the public to participate in City government. They are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice from a community member's perspective to the Olympia City Council.

The City of Olympia and the City Council value the effort and time commitment that its community volunteers give to the people of Olympia. Serving on an Advisory Body can be time-consuming and challenging. If you have questions regarding any information in this Guidebook, we encourage you to contact the Staff Liaison assigned to your Advisory Body. They can answer your questions or connect you to someone at the City who can.

The City Council has created 13 advisory boards, commissions and committees:

- Arts Commission
- Bicycle and Pedestrian Advisory Committee (BPAC)
- Cultural Access Advisory Board (CAAB)
- Design Review Board (DRB)
- Heritage Commission
- Lodging Tax Advisory Committee (LTAC)
- Olympia Metropolitan Park District Advisory Committee
- Parks and Recreation Advisory Committee (PRAC)
- Planning Commission
- Social Justice and Equity Committee (SJEC)
- Utility Advisory Committee (UAC)
- Community Policing Board

Structure of Each Advisory Body:

Olympia's Advisory Bodies are designed to give community members a voice in their local government and allow them to influence decisions that shape the city.

**Committee:** a body delegated to consider, research, or report on some matter and provide recommendations to a larger body.

For example: The Utility Advisory Committee has been delegated to act as the principal policy advisor to the City Council, the City Manager's office and the Public Works Department on utility matters and may conduct research, perform analysis and prepare and develop reports and recommendations regarding utility policy choices.

**Commission:** a group entrusted by the government or other official body with authority to take on a mission or address a specific issue.

For example: The Planning Commission is authorized and empowered to act as the research and fact-finding agency of the City around the physical development of the City.

**Board:** a group having some managerial, supervisory, or regulatory authority.

For example: The Design Review Board recommends approval, approval with conditions, or denial of any Master Planned Development Application which comes before it.

Each Advisory Body advises the Olympia City Council on distinct issues that relate to that Advisory Body's functions or duties, or at the City Council's request. Although an Advisory Body may make important recommendations about policy, they do not have the authority to create or administer policy, programs or services or to enforce policies or rules. However, the analysis and recommendations provided by each Advisory Body play an important role in furthering the effective operation of the city government and various departments.

# ROLES AND EXPECTATIONS

## General Role of City Council Appointed Advisory Bodies

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group structure. The primary purpose of Advisory Bodies is to provide judicious advice, from a community member perspective to the City Council which is the City's elected policy-making body.

Advisory Body activities may include study of critical issues, independent research, and briefings from staff. This is so the Advisory Body is prepared to discuss and create developed, thoughtful recommendations to the City Council when requested or required.

Boards and commissions may hear public testimony or have a more formal role in City policy decisions. The specific role of each Advisory Body is described in [OMC 2.100](#).

## General Role of Staff Liaisons

Each Olympia Advisory Board has an assigned staff liaison. In addition, the City's Strategic Communications Director serves as a general liaison to the Advisory Bodies on behalf of the City Council and the City Manager.

The word liaison is used deliberately by the City to describe the nature of the staff role in relation to the Advisory Body, instead of the phrase "Advisory Body staff." A liaison is defined as "one who maintains communication."

The liaisons are staff professionals with significant work responsibilities that relate to the same work area as the Advisory Body in addition to their liaison activities. The liaisons do not work "for" or "at the direction of" the Advisory Body. They are City-employed professionals who work with the Advisory Body to develop information and recommendations for Council consideration.

While Olympia's Advisory Body liaisons have some differing duties, but in general Olympia's staff liaisons are responsible for:

- Preparing meeting agendas, drafting, and compiling staff reports and meeting minutes.
- Ensuring that meeting notifications and recordkeeping are consistent with applicable State laws.
- Serving as a communication link between the Advisory Body, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the Advisory Body with research, report preparation, and correspondence in keeping with the Advisory Body's Council-approved work plan (depending on their workload and time availability).
- Making sure the intent of the Advisory Body is not lost after a decision, and that it is conveyed to the City Council in a timely manner.
- Assisting the Advisory Body in staying on track and focused.
- Maintaining a positive working relationship with the Chair and Advisory Body members.

## **City Council Decision Making**

In making decisions, the Olympia City Council considers general community comments; Advisory Body recommendations; staff recommendations; Council priorities and goals; research and background information; and individual Councilmember perspectives.

The City Council expects to receive recommendations from Advisory Bodies that reflect the collective knowledge and thinking of the Advisory Body, particularly from the perspective of community members. Your Advisory Body's recommendations may be shared as part of a staff report or as a distinct memo or report either attached to the staff report or transmitted separately to the City Council. The staff liaison for your Advisory Body will assist with this effort; in all cases, a copy of your recommendation or report should be filed with both the staff liaison for your Advisory Body and with the City Council as it is a public record.

The City Council also expects that City staff will present recommendations from a professional perspective. There may be times when the professional opinions and recommendations of City staff differ in part or entirely from yours or that of the Advisory Body, and that's okay. Differences of perspective are healthy in an organization that welcomes diverse perspectives. Please maintain a respectful and civil tone amid even strong disagreement. Insults, profanity, and disparagement will not be tolerated.

There may be times when your Advisory Body's recommendations will either not prevail or will be modified by the City Council. It is important to recognize that this is not a rejection of the integrity of the recommendation, it is an inevitable part of the process of municipal decision making in which a variety of views, perspectives, and recommendations are considered.

*There may be times when your Advisory Body's recommendations will either not prevail or will be modified by the City Council.*

### **Advisory Body Work Plans**

Each Advisory Body is expected to propose an annual work plan to the City Council for consideration in the first quarter of each year. In developing the work plans, Advisory Bodies are to consider:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability, such as budget, staff support, Advisory Body member time.
- Departmental work priorities.
- Advisory Body member knowledge, interest, and expertise.

The work plans are annually drafted by the Advisory Body, reviewed by the Community Livability and Public Safety Committee (CLPS) and then formally adopted by the City Council in the first quarter of the year. During its review, the City Council may change or modify an Advisory Body's proposed work plan so that it reflects the City Council's priorities, available resources, and emerging issues. Once adopted by the City Council, the work plan serves as the basis for an Advisory Body's focus and effort during the year. The City Council may refer other issues to the Advisory Body during the year.

## Expectations for Advisory Body Members

The City Council, along with the City Manager's Office, has adopted general Rules of Procedure for Olympia's Advisory Bodies.

It is expected that:

- All Advisory Body meetings are to be conducted in public sessions and noticed in accordance with State law, unless otherwise advised by Olympia 's City Attorney.
- Individual Advisory Body members and the collective group will be fair, impartial, and respectful of the public, staff, and each other.
- Advisory Body members will respect the limitations of their individual and collective authority. The role of the Advisory Body is to advise the City Council and/or staff. Please keep in mind the Advisory Body appointment does not empower you to make final decisions, unless authorized by State law or the group's enabling ordinance, or to supervise staff.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the City Council, or staff.
- Each member will participate in the group's discussions and work assignments, without dominating the discussion or activity of the Advisory Body.
- The Advisory Body Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- While the Advisory Body strives to reach consensus on issues, consensus is not always possible. Strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the Advisory Body's report or letter to the City Council.
- There are "no surprises" from the Advisory Body either in the nature of the work being undertaken by the Advisory Body or the method and timing for conveyance of recommendations to the City Council. The staff liaison plays an important role in assisting the Advisory Body in this regard.

Please be careful not to deliberate about Advisory Body work and issues via e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws if the gathering or discussion constitutes a quorum (State Open Meetings Act: RCW 42.30). The City Attorney is available, via your staff liaison, to consult with or provide advice to Advisory Bodies in this regard and on any other legal issue.

# RULES OF PROCEDURE

*Wherever there is a conflict between the State statute and these rules, the statute shall take precedence. In certain circumstances, especially with the Planning Commission and Heritage Commission acting in a quasi-judicial capacity, it is recognized that the Advisory Body may need to deviate from these rules in order to meet legal and constitutional requirements. In recognizing that certain flexibility may be needed from time to time, a failure to strictly comply with these rules shall not affect the validity of an Advisory Body action.*

## Article 1. Meetings

### 1.a. Meeting Location

All Advisory Body meetings will be held in person at a publicized location in a City of Olympia facility, or online as a remote meeting unless otherwise scheduled and noticed by the Advisory Body's staff liaison on behalf of the Chair. In the case of an alternative meeting location (including changes between virtual and in-person meetings), or meeting cancellation, the staff liaison shall:

- Issue a media release
- Post physical notice at the former and new meeting locations at least 24 hours in advance of the meeting
- Notify, in writing, the Advisory Body's members, the City Manager's office, and any other pertinent City staff.

All meetings shall be open to the public and comply with the State Open Meetings Act (RCW 42.30).

### 1.b. Date and Time

**Regular meetings** shall be held on a specified monthly day or date and time, unless amended by the Advisory Body. Regular meetings may be cancelled at the request of the Chair, Staff Liaison, or by majority approval of the Advisory Body at a regular or special meeting.

**Special meetings**, workshops, and community tours may be held at the Advisory Body's discretion by request of the Chair, Staff Liaison or by majority approval of the Advisory Body at a regular meeting. Public notice consistent with Olympia City Code and State law shall be given for a special meetings, workshops, and tours. Staff Liaison capacity to support a special meeting should be factored into any decision to hold one.

Any regular or special meeting may be cancelled by the Chair upon notice from staff or Advisory Body members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

Any changes in date or time of the meeting must be posted to the City's website at least 24 hours in advance of the meeting time.

### **1.c. Meeting Notice and Agenda**

According to the City's best practices, written notice of all meetings with an agenda shall be sent at least five (5) calendar days before the meeting to the Advisory Body, the City Manager's office, any other pertinent City staff and other interested parties identified by the Advisory Body. Notices of public meetings and agendas are posted on the City's website at least five (5) days prior to the scheduled meeting.

At the conclusion of each meeting, any member of the body may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of the body must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the Advisory Body Chair:

#### **AGENDA**

- I. Call to Order
  - a. Roll Call
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Public Comment (limited to 2 minutes per community member)
- V. Announcements
- VI. Business Items
- VII. Reports
- VIII. Other Topics
- IX. Adjournment

### **1.d. Public Hearings**

Advisory Bodies who are empowered to hold public hearings and may schedule public hearings to receive testimony on policy issues approved by the City Council as part of the Advisory Body's annual work plan or referred to the Advisory Body by the City Council after work plan approval. No Advisory Body public hearings may be scheduled on Tuesday evenings when the City Council is in session.

### **1.e. Minutes**

Meeting minutes must be kept if a quorum of Advisory Body members is present. The minutes must indicate the Advisory Body's actions or recommendations and record the individual votes on a business item.

## **Article 2. Advisory Body Organization**

### **2.a. Membership**

Membership on the Advisory Body shall be governed by the Advisory Body's enabling City Code. The Advisory Body shall immediately report any resignations/vacancies to their Advisory Body's staff liaison, with a copy to the City Manager's office designee (Strategic Communications Director).

### **2.b. Selection of Chair and Vice Chair**

- Except for the Lodging Tax Advisory Committee, Advisory Body members select from their members a Chair and a Vice Chair. The Chair serves for a year and may be reappointed. For the health of the body, there is an expectation that bodies should plan for leadership succession. Successful bodies have built succession planning into their processes, for example, committing to a system where the Vice Chair automatically moves into the Chair position following completion of the Chair's term. This allows each Vice Chair an opportunity to learn and train for the role of Chair over the term and opens up leadership opportunities to more members of the body.

### **2.c. Attendance**

Members are expected to attend Advisory Body meetings and to fully participate in and contribute to the work of the Advisory Body. Each Advisory Body may outline its own attendance policy within their Advisory Body bylaws, based on the meeting frequency/schedule and needs. If a member has more than three (3) consecutive unexcused absences or unexcused absences totaling 35 percent of the regular meetings of the body for a calendar year, the City Council may choose to revoke the Advisory Body member's appointment due to inadequate attendance.

As with all votes the Advisory Body makes, votes must be public. Secret ballots are not allowed.

If a Chair or Vice Chair is unable to complete their term, or resigns prior to the end of their term, a new officer is to be voted in at the next regularly scheduled meeting.

## **2.e. Duties of the Chair and Vice Chair**

The Chair shall preside over the meetings and will exercise all powers of the office, including coordination of meeting agendas with the City's staff liaison and facilitating Advisory Body meetings. The Chair retains full rights and responsibilities to participate in deliberations and votes of the Advisory Body. The Chair is responsible for presenting the Advisory Body's annual workplan recommendations at the annual meeting of the Advisory Body Chairs and CLPS.

The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

## **2.f. Subcommittees**

The Advisory Body may create standing or temporary subcommittees to examine, investigate, and inquire into subjects of interest to the Advisory Body. Subcommittees may be formed by majority vote of the Advisory Body to better conduct business on the Advisory Body's work plan. Members of a subcommittee serve at the pleasure of the Advisory Body and are subject to the same conditions as Council-appointed Advisory Body members. Any standing or temporary Advisory Bodies shall be chaired by a member of the Advisory Body.

## **2.g. Ad Hoc Members**

Temporary or standing Advisory Bodies may have ad hoc members, provided the names of the ad hoc members are reported to the full Advisory Body for their review and approval prior to appointment. The Chair of CLPS shall be notified when ad hoc members who are not a current member of the Advisory Body are participating on a subcommittee.

# **Article 3. Committee Operations**

## **3.a. Quorum**

A simple majority of the currently appointed Advisory Body members are required to be present at a meeting for the Advisory Body to conduct business and reach a decision, including approval of the agenda. Meetings with less than a simple majority may continue with scheduled presenters; however, no official actions may be taken.

### **3.b. Robert's Rules of Order**

The Advisory Body process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

### **3.c. Testimony at Public Hearings**

The primary purpose of a public hearing is to obtain input from the public before significant decisions are made. Testimony at Public Hearings shall be conducted in a manner similar to the Olympia City Council. Individuals wishing to testify at a public hearing shall register in advance of the start of the meeting on a form provided by the Advisory Body. Testimony shall be limited to a maximum of three (3) minutes per speaker or to a lesser duration with simple majority consent of the Advisory Body members present at the meeting. Speakers may not cede all or a part of their time to another speaker. The Chair has the discretion to determine the overall length of time for the public hearing and the order in which speakers shall testify, to ask speakers to confine their comments to the Public Hearing topic, and to take other actions to conduct the Public Hearing in a fair manner and within a reasonable length of time.

If the overall length of time for the public hearing appears to the Chair to be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms in which testimony will be accepted by the Advisory Body and a deadline for testimony submittal. In quasi-judicial proceedings (meaning processes that may require the body to do things like hold a public hearing or offer due process, like a court), the Chairs of the Planning Commission and Heritage Commission may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.

### **3.d. Public Comment During Committee Meetings**

Public comment during Advisory body Meetings shall be conducted in a manner similar to the Olympia City Council. Speakers shall have two (2) minutes or less per individual comment. The Advisory Body Chair may ask speakers to confine their comments to Advisory Body business and take other actions to allow the public to communicate with the Advisory Body in a fair manner and within a reasonable length of time.

The purpose of an Advisory Body's public comment section is to hear from the public. It is not meant to be a dialogue between members of the body and members of the public. Therefore, the Advisory Body may thank commentors for their input but not respond to the comments during the meeting. If Advisory Body members wish to take up a topic raised during public comment, they may communicate with the Chair. The Chair may choose to add the topic to a future meeting agenda, provided City staff can support it.

### **3.e. Work Plans and Reports**

The Advisory Body shall provide CLPS an annual work plan within guidelines and in a format established by CLPS. Advisory bodies will also include any appropriate attachments to CLPS for review. Following its review, CLPS will forward their work plan approval recommendations to the full City Council. The Council approved work plans are then posted to the respective Advisory Body's website. The Advisory body Chair shall notify the Chair of CLPS if the Advisory Body anticipates substantive change in an approved work plan item. On occasion, City Council may direct an Advisory Body's work by referral.

### **3.f. Recommendations**

The Advisory Body may make recommendations to the City Council, the City Manager's office, and City staff. The recommendations may take many forms: they may be formal, written recommendations to the City Council, or they may be verbal recommendations made to City staff during a meeting. Some recommendations may be delivered by the Advisory Body Chair (or other representatives determined by the Advisory Body) in person at a City Council meeting.

Whether the recommendation is written or spoken, the Chair may describe the issues considered and varying opinions on the topic, so the City Council can better understand the nuances of the recommendation.

Chairs may present recommendations directly to Council during a Council meeting, particularly if the body's recommendation speaks to the budget.

### **3.g. Referrals**

On occasion the City Council may send a formal referral to the body for action.

### **3.g. Majority and Minority Opinions**

A minority report will accompany any voted decision if a minority opinion is expressed. When a recommendation from the Advisory Body is forwarded to the City Council, the vote tally and majority and minority opinions will be disclosed with the support of the Staff Liaison.

### **3.i. Act as a Body**

The Advisory Body shall act as a body. A member, when representing the Advisory Body, may speak or act for the Advisory Body in accordance with action previously taken by the Advisory Body. The Chair, or Chair's designee, shall serve as official spokesperson of the Advisory Body.

### **3.j. Remote/In-Person Meetings**

Advisory bodies hold scheduled meetings throughout the year, though the number and frequency of the meetings may vary depending on the work of the body. Each Advisory Body may choose to either hold their meetings in-person or remotely through Zoom. The City does not have staff or technical resources to support hybrid meetings for Advisory Bodies.

The City has high expectations of members' regular attendance at meetings of the Advisory Body. The City understands that there may be conflicts on occasion, but it is required that members let the Staff Liaisons know in advance if they are expecting to miss a meeting so they can plan accordingly.

## **Article 5. Administrative Policies and Trainings**

### **5.a. City Policies**

The following City of Olympia policies apply to Advisory Body members in their capacity as a City of Olympia volunteer:

1. Compliance with State and Federal Discrimination Laws, including Olympia Policy #3
2. Standards of Conduct (#20)

3. Records Management and Disclosure (#19 and 27)
4. Technology Policy (#26).

### **5.b. Required Trainings**

Consistent with the Open Government Training Act (OMPA), all Advisory Body members must complete basic training in public records and the OPMA within 90 days of being appointed to an Advisory Body. This online training needs to be completed every three (3) years.

- It is recommended that the OPMA training video is shown annually at the first Advisory Body meeting after official appointment.

### **5.c. Rules of Procedure and Ordinance Review**

Each incoming Advisory Body member will receive a copy of the Ordinance and Rules of Procedure. CLPS shall regularly review the Ordinance and Rules of Procedure. City Staff shall suggest any substantive changes to CLPS.

### **5.d. Communication with the Media**

The City of Olympia is committed to transparency in our work for the community. The media plays an important role in informing the public about government operations. It is important to maintain a professionally cooperative relationship with the media without violating privacy and other individual rights.

The following are guidelines for interacting with the media when serving on an Advisory Body:

- If a member of the media reaches out to you related to your role on a City Advisory Committee, let the reporter know that you will connect them with City Staff for a response to the question. City of Olympia staff are the main points of contact for all media relations. If you are ever contacted by the media, you must direct them to the staff liaison or the Strategic Communications Director.
- Advisory Body members are not empowered to speak on behalf of the City of Olympia or the City Council, even on matters related to their body. Individual members should

not speak on behalf of the Body and should not give the impression that they are speaking on behalf of the Advisory Body or the City of Olympia.

- Immediately notify the staff liaison or the Strategic Communications Director if you have spoken with the media about anything that could impact or reflect negatively or positively on the City of Olympia, its business, officials, staff, or an Advisory Body.
- Advisory Body members may not use the media or social media to express dissatisfaction about the City, their Advisory Body, City staff, or other Advisory Body members. If you offer such a comment, you must clarify that the opinion is your personal opinion and not the official opinion of the City of Olympia or the body on which you volunteer.
- If an issue is contentious, it could lead to future litigation, and your comments in the media could be used as a basis to have you testify in court. If there is any controversy around a topic of interest to the media, rely on City staff to navigate the conversation in the press.

## **Article 6. Staff**

City staff assigned by the City Manager or designee shall provide technical support to the Advisory Body. Staff will provide information, data, trends analysis, etc., necessary for the Advisory Body to make decisions. Staff may provide alternatives and professional recommendations to the Advisory Body on various matters before the Advisory Body. Staff will prepare an agenda and minutes for each meeting. Staff will also provide, as necessary, tours of the community's infrastructure and prepare information for the Advisory Body's review.



# ADVISORY BODY MEMBER INFORMATION

## Stipends

In an effort to reduce barriers to participation for community members who might like to serve, the City of Olympia offers stipends of \$25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Members may choose to waive the stipend upon request.

## Technology - E-mail

As a member of a City Advisory Body, you will be given a City email address to use for all of your Advisory Body business. The City will permit Advisory Body members to use personal email accounts for City business under the following conditions:

- Members must comply with public disclosure requirements and provide City staff with emails responsive to requests upon request.
- Members are encouraged to create a separate personal email account specifically for City business to streamline compliance.
- Members must copy City staff liaisons on all City-related email correspondence, ensuring copies of all committee emails are stored on City email servers.
- City staff sending group communications to advisory committee members must use BCC to prevent direct committee member-to-member interactions via personal email accounts, reducing compliance risks.
- Members may retain City email accounts if they prefer.

Before Advisory Body members, are provided with a City email account, they must read the City Technology Policy and sign the Email Use Agreement form. Whether members use a City email address or personal email account, there is an expectation that members will check their Advisory Body email accounts regularly.

## Reappointment

The City opens recruitment for Advisory Body vacancies each year in October and closes the process in December. To ensure we have an accurate count of the vacancies we need to recruit for, the City will ask Advisory Body members completing their appointed terms in March of the following year of their intent to seek reappointment. Your Staff Liaison will seek that information from members starting in August.

Should you wish to continue your service for another three-year term, notify your Staff Liaison of your intent before the end of September; this can be done email. Your intention will be noted and your seat on the Advisory Body will not be counted as a vacancy in the recruitment process. To be reappointed, you will not be required to complete a new application or to interview with CLPS. *Please note: Your notification of your desire to be reappointed does not guarantee your reappointment.* Though CLPS rarely withholds moving forward a recommendation to reappoint an interested member, the Committee always considers the member's past participation and contributions to the Body when making their reappointment recommendations.

If you do not communicate your interest in being reappointed before the start of the recruitment process, City staff will assume you do not want to seek reappointment and will note your Advisory Body seat as an upcoming vacancy to be filled. If after the recruitment process begins, you decide to pursue reappointment, we will ask you to complete the application and interview process like other candidates seeking appointment to a Body. *Please note: Because you will be competing for your currently held seat as an open seat, there is no guarantee you will be the candidate selected and appointed.*

## **Removal from the Committee**

Members of City of Olympia Advisory Bodies serve at the pleasure of the City Council. Any member can be removed by a majority vote of the City Council. The Council's decision is final. Removal of an Advisory Body member is rare and is always done with due consideration of the circumstances of the member and the needs of the body.

Council may remove a member for the following:

- If the member has more than three (3) consecutive unexcused absences or unexcused absences totaling 35 percent of the regular meetings of the body for a calendar year
- If Council finds the member has violated the City's standards of conduct (see Policy 20)
- If the member's removal is recommended by a majority of the Advisory Body the member served on.

## **Resignation**

The City of Olympia appreciates your willingness to volunteer to serve on an Advisory Body, and we respect when life happens and you find you must step away from your service to the City. When you must step down from your Advisory Body before the completion of your term, notify your Staff Liaison and the Chair of your body. This can be done with an email. Be sure to let us know when your resignation will be effective, so the City can consider the needs of the Body.

## **Term Limits**

The Olympia City Council established term limits for appointees to Advisory Bodies of no more than three (3) full terms, or nine (9) years, on any specific board, committee or commission. The Design Review Board and Heritage Commission were exempted because those bodies require specific technical expertise be represented. Partial terms are not counted toward the number of terms considered, and appointees who have reached the term limit on any one committee remain eligible to apply and serve on a different committee.

## **Council recognition**

The City appreciates the time and talent our community members contribute to Council's appointed Advisory Bodies. As such, Council recognizes departing members of bodies during the same meeting when new member appointments are approved.

## CONFLICT OF INTEREST

1. The City of Olympia requires its Advisory Body members to be independent, impartial, and responsible to the people. Advisory body decisions and policy will be made in the proper channels of the city and body structure, and the body will act as a whole. Member appointments must not be used for personal gain.
2. The members and staff of the Advisory Body who are a board or staff member of any organization being considered by the Advisory Body will abstain themselves from discussion of, or voting on, any proposals which would affect directly or are presented for review by that organization.
3. Advisory Bodies may accept invitations for members to attend functions as the guests of the sponsoring organization. Tickets will be distributed at the discretion of the Chair. Invitations will be used to introduce the body to the activities of the organization. Complimentary tickets received by an individual or staff must be reported to the staff liaison.

*“It’s never wrong to do the right thing.”  
- Mark Twain*

# APPENDICIES

## Appendix 1 – OMC 2.100

The attached information can also be found here:

<https://www.codepublishing.com/WA/Olympia/?Olympia02/Olympia02100.html>

### Chapter 2.100

#### COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

Revised 2/25

##### **2.100.000 Chapter**

Contents Sections:

Article I. COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL

[2.100.010](#) Purpose.

[2.100.020](#) Boards, Commissions and Committees Established.

[2.100.030](#) List--Community-Member Boards, Commissions and Committees Appointed by the Olympia City Council.

[2.100.040](#) Members.

[2.100.050](#) Term of Office.

[2.100.060](#) Vacancies.

[2.100.070](#) Rules of Procedure and Bylaws.

[2.100.080](#) Annual Work Plan.

[2.100.090](#) Staff Liaison Support.

Article II. ARTS COMMISSION

[2.100.100](#) Established--Purpose.

[2.100.110](#) Duties of Commission.

[2.100.120](#) Budget.

[2.100.130](#) Public Art--Purpose.

[2.100.140](#) Public Art--Duties of Commission.

- [2.100.150](#) Public Art--Allocation of Municipal Funds.
- [2.100.160](#) Public Art--Definitions.
- [2.100.170](#) Public Art--Funds for Public Art.
- [2.100.180](#) Public Art--Municipal Art Fund.
- [2.100.190](#) Administrative Guidelines--Public Art, Art Programs and Services.
- [2.100.200](#) Public Art--Maintenance and Conservation of Public Art.
- [2.100.210](#) Gifts of Art.
- [2.100.220](#) Donations of funds under \$10,000 for Community Art Programs and Services.
- [2.100.230](#) Appropriation of Donations for Fundraising Efforts and Special Projects.
- [2.100.240](#) Appropriation of Donations for Art Programs and Services.

#### Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

- [2.100.250](#) Established--Purpose.
- [2.100.270](#) Duties.

#### Article IV. LODGING TAX ADVISORY COMMITTEE

- [2.100.280](#) Established--Purpose.
- [2.100.290](#) Membership--Appointment.
- [2.100.300](#) Duties.
- [2.100.310](#) Relationship Between the Lodging Tax Advisory Committee and the Olympia City Council.

#### Article V. PARKS AND RECREATION ADVISORY COMMITTEE

- [2.100.320](#) Established--Purpose.
- [2.100.340](#) Duties.

#### Article VI. PLANNING COMMISSION

- [2.100.350](#) Established--Membership--Purpose.
- [2.100.360](#) Duties.
- [2.100.370](#) Powers of City Council.
- [2.100.380](#) Use Districts--Development Plan.

[2.100.390](#) Comprehensive Plan--Purpose and Preparation.

[2.100.400](#) Comprehensive Plan--Public Hearing--Copy Filing.

[2.100.410](#) Comprehensive Plan--Modification Procedure.

#### Article VII. UTILITY ADVISORY COMMITTEE

[2.100.420](#) Established--Purpose.

[2.100.440](#) Duties.

#### Article VIII. HOME FUND ADVISORY BOARD

[2.100.450](#) Established--Purpose.

[2.100.480](#) Duties.

#### Article IX. COMMUNITY MEMBER REPRESENTATIVES FOR POLICE USE OF FORCE EVENTS

[2.100.500](#) Established--Purpose.

[2.100.520](#) Qualifications.

[2.100.530](#) Duties.

#### Article X. SOCIAL JUSTICE AND EQUITY COMMISSION

[2.100.600](#) Established--Purpose.

[2.100.610](#) Membership--Appointment.

[2.100.620](#) Duties.

[2.100.630](#) Budget.

#### Article XI. CULTURAL ACCESS PROGRAM ADVISORY BOARD

[2.100.700](#) Established--Purpose.

[2.100.710](#) Duties.

#### Article XII. YOUTH COUNCIL

[2.100.800](#) Established--Purpose. Revised 2/25

[2.100.810](#) Membership--Appointment. Revised 2/25

[2.100.820](#) Term of Office. Revised 2/25

[2.100.830](#) Duties. Revised 2/25

NOTE: See OMC Chapter 18.76 for Design Review Board and OMC Chapter 18.12 for Heritage Commission-Historic Preservation.

(Ord. 7420 §2, 2024; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 §§ 1 – 3, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6956 §1, 2015; Ord. 6526 §8, 2008; Ord. 6499 §1, 2007).Article I. COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL

### **2.100.010 Purpose**

The purpose of this chapter is to create specific community-member advisory boards, commissions and committees appointed by the City Council, and provide uniform policies for the boards, commissions and committees enabled herein, to the extent possible. From time to time, the City Council may create advisory ad hoc boards, commissions and committees and appoint community members to such advisory groups. Ad hoc boards, commissions and committees shall be of a limited duration determined by the Olympia City Council. Community members appointed to the City Council’s ad hoc boards, commissions and committees shall serve without compensation unless specifically retained as consultants, except for the stipend provided in OMC [2.100.040.C](#) below.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6499 §1, 2007).2.100.020 Boards, Commissions and Committees Established

All community-member boards, commissions and committees appointed by the City Council shall be established by Ordinance of the City Council and which shall contain a statement of purpose and of duties. Except as may be otherwise provided by ordinance, the boards, commissions and committees appointed by Council are advisory in nature.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6499 §1, 2007).2.100.030 List--Community-Member Boards, Commissions and Committees Appointed by the Olympia City Council

The boards, commissions and committees appointed by the City Council are:

- A. Arts Commission (See OMC [2.100.100](#) - [2.100.240](#))
- B. Bicycle and Pedestrian Advisory Committee (See OMC [2.100.250](#) - [2.100.270](#))
- C. Design Review Board (See OMC [18.76](#))
- D. Heritage Commission (See OMC [18.12](#))
- E. Lodging Tax Advisory Committee (See OMC [2.100.280](#) - [2.100.310](#))
- F. Parks and Recreation Advisory Committee (See OMC [2.100.320](#) - [2.100.340](#))
- G. Planning Commission (See OMC [2.100.350](#) - [2.100.410](#))
- H. Utility Advisory Committee (See OMC [2.100.420](#) - [2.100.440](#))

- I. Home Fund Advisory Board (See OMC [2.100.450](#) - [2.100.480](#))
- J. Community Member Representatives for Police Use of Force Events (See OMC [2.100.500](#) - [2.100.530](#)).
- K. Social Justice and Equity Commission (See OMC [2.100.600](#) - [2.100.630](#))
- L. Cultural Access Program Advisory Board (See OMC [2.100.700](#) - [2.100.710](#))

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6886 §8, 2013; Ord. 6526 §8, 2008; Ord. 6499 §1, 2007).

#### **100.040 Members**

A. Number of Members. Except as may be otherwise provided by ordinance, each board, commission or committee shall consist of nine (9) members appointed by the City Council.

B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific board, commission or committee, the majority of members on each board, commission and committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.

1. This provision shall not apply to a board, commission or committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.

2. Compensation. All board, commission and committee members shall serve without compensation, but shall receive a stipend of Twenty-Five and no/100 Dollars (\$25.00) per meeting attended to defray expenses such as transportation, meals and child care. A member may waive receipt of any stipend offered by the City of Olympia. If a member certifies in writing they are a low-income person, as administratively determined by the City of Olympia, the stipend shall be \$50.00 per meeting attended.

C. Appointment.

1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.

2. Members serve at the discretion of the City Council and may be removed from office for any reason by majority vote of the City Council in a public meeting.

3. City employees are not eligible for appointment to a board, commission or committee during the term of their employment with the City.

D. Recruitment. CLPS shall develop and implement a public process to recruit

potential board, commission and committee members.

E. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, race and ethnicity on each board, commission and committee. No geographic, gender, age, profession, race, nor ethnicity restrictions shall be placed on applicant eligibility.

F. Non-Partisan. All board, commission and committee positions are non-partisan.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6956 §2, 2015; Ord. 6499 §1, 2007).

### **2.100.050 Term of Office**

A. The term of office for board, commission and committee positions shall be three (3) years, except as modified by the City Council, and such terms shall commence on April 1.

B. The terms shall be staggered so that as near as possible one-third of each board's, commission's and committee's membership shall expire each year.

C. Terms shall be limited to three (3) full terms, nine (9) years, on any one board, commission or committee (except for the Design Review Board and the Heritage Commission). Partial terms will not be counted toward the number of terms considered. Community Members or residents who have reached the term limit on any one board, commission or committee remain eligible to apply and serve on a different board, commission or committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6499 §1, 2007).

### **2.100.060 Vacancies**

A. Vacancies on boards, commissions or committees occurring during the term of office shall be filled based upon a timeline determined by the City Council's Community Livability and Public Safety Committee.

B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6499 §1, 2007).

### **2.100.070 Rules of Procedure and Bylaws**

The Community Livability and Public Safety Committee of the City Council shall establish Rules of Procedure and Bylaws for boards, commissions and committees.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6499 §1, 2007).

**2.100.080 Annual Work Plan**

Each board, commission and committee, except the Design Review Board, and Community Member Representatives for Police Use of Force Events, shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council's Community Livability and Public Safety Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the Community Livability and Public Safety Committee for consideration and recommendation to the full Council.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6499 §1, 2007).

**2.100.090 Staff Liaison Support**

The City Manager, or designee, shall appoint a primary staff liaison for each board, commission and committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the board, commission and committee with research, report preparation, and correspondence in keeping with the board's, commission's or committee's Council-approved work plan; and to perform other board, commission and committee liaison duties as may be assigned by the City Manager or designee.

(Ord. 7331 §1, 2022; Ord. 7313 §2, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 § 2, 2020; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7165 §2, 2018; Ord. 6499 §1, 2007).

**Article II. ARTS COMMISSION****2.100.100 ~~Established~~--Purpose**

There is hereby established an Arts Commission (the Commission) to accomplish the following:

- A. To promote and encourage public programs to further the development and public awareness of, and interest in, the fine, literary, and performing arts and the cultural heritage of the area; and
- B. To advise the City Council in connection with the artistic and cultural development of the Olympia area; and
- C. To provide local artistic and cultural services to community members of the Olympia area by making available to the City and its community members expertise on the subject of visual, literary, and performing arts and cultural heritage; and
- D. To encourage donations, grants, or other support to further expand artistic, cultural programs and services for the community members of the Olympia area; and
- E. To reach out to and work with the governments, institutions, and community

members of neighboring jurisdictions in connection with these purposes, and ultimately to include representatives of said jurisdictions on the Commission.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.110 Duties of Commission**

The Commission is empowered to take the following actions:

To encourage, conduct, sponsor or cosponsor, on behalf of the City, public programs to further the development and public awareness of, and interest in, the fine, literary, and performing arts, and the area's cultural heritage;

A. To encourage donations, grants and other support to further expand arts and cultural services and programs available to community members of Olympia and the region;

B. To encourage participation in local artistic and cultural events and programs by community members and governments of neighboring jurisdictions;

C. Review all proposed Gifts of Art and financial donations that are \$10,000 or greater for programs and services to ensure that such donations are consistent with the goals of the Commission and the authority of the City of Olympia. After such review, submit a recommendation to the City Council for formal acceptance (by ordinance) or rejection; and

D. To take such other actions as the City Council may direct from time to time.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.120 Budget**

The Commission's programs and operating expenses shall be funded from the City General Fund and from grants, donations, and other like sources. The City Manager shall include said budget within the annual operating budget of the City.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.130 Public Art--Purpose**

The City wishes to expand experience with visual, literary, and performing art. Such art has enabled people in all societies to understand more clearly their communities and individual lives. Artists capable of creating art for public places must be encouraged and Olympia's standing as a regional leader in public art enhanced. A policy is therefore established to direct the inclusion of works of art in public works of the City and to explore means for encouraging artists to live and work in Olympia. When opportunities and funding allow, the City may also support performing arts in public places when such

opportunities are consistent with the Municipal Art Plan.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6843 §1, 2013; Ord. 6526 §8, 2008).

#### **2.100.140 Public Art--Duties of Commission**

To carry out its responsibilities hereunder, the Commission shall:

A. Prepare and recommend to the City Council for approval a Municipal Art Plan and guidelines to carry out the City's Public Art Program, which shall include, but not be limited to:

1. methods for the selection of artists or works of art and for placement of works of public art at municipally owned, leased or rented property; and
2. support of performing and literary arts programs, if consistent with the Municipal Art Plan.

B. Recommend purchase of works of art, advise on public art works in progress, or commission the design, execution and/or placement of works of art. The arts program staff shall advise the department responsible for a particular construction project of the Arts Commission's recommendation regarding the design, execution and/or placement of a work of art in connection with such construction project.

C. Review all proposed gifts of art to the City, proposed donation of funds for the acquisition of works of art, if restricted or dedicated in any way, and proposed donation of sites for works of art to ensure consistency with the goals of the Commission and the City.

D. Promulgate rules and regulations consistent with Sections [2.100.130](#) through [2.100.170](#) to facilitate the implementation of the Arts Commission's responsibilities.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.150 Public Art--Allocation of Municipal Funds**

OMC Sections [2.100.130](#) through [2.100.170](#) provide allocation of certain municipal funds for the purpose of selecting, acquisitioning and installing art works in public places and further provides that moneys collected be held in a "Municipal Art Fund" to be expended for projects and programs as prescribed in the "Municipal Art Plan" to be developed by the Arts Commission. All works of art purchased and commissioned under the Municipal Art Plan shall become a part of the City art collection developed, administered, and operated by the City Arts Program.

Moneys in the Municipal Art Fund may also be used for the following:

1. toward the creation of a live/work housing project for local artists; or
2. toward the City's Public Art and performing and literary arts, as provided in the Municipal Art Plan.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6843 §2, 2013; Ord. 6526 §8, 2008).

#### **2.100.160 Public Art--Definitions**

- A. "Commission" means the Olympia Arts Commission.
- B. "Conservation" means those activities required to conserve, repair, or preserve the integrity of the artwork and setting within which the artwork is located.
- C. "Construction project" means any capital project paid for wholly or in part by the City to construct any building, structure, park, street, sidewalk, or parking facility, or any portion thereof, within the limits of the City.
- D. "Major maintenance" means conservation efforts to improve the condition of an artifact by stabilizing physical condition problems and addressing surface disfigurement arising from deterioration and/or damage.
- E. "Municipal Art Plan" means a plan outlining the City expenditures of designated funds  
for Public Art projects for a one-year period.
- F. "Public Art" includes visual, literary, and performing arts.
- G. "Routine maintenance" means:
  1. Those activities associated with keeping an artwork and its setting clean and well- ordered; and
  2. The removal of graffiti, if it can be accomplished employing effective, preapproved methods.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.170 Public Art--Funds for Public Art**

Moneys for the Municipal Art Fund may be secured through any of the following methods:

- A. An annual amount equaling up to one dollar per capita may be appropriated from the City's General Fund for Public Art;
- B. Requests for appropriations from the General Fund for new construction projects visible and usable by the public, and exceeding five hundred thousand and no/100 dollars (\$500,000.00), which shall include an amount equal to one percent of the estimated construction cost of such project for Public Art;

C. Donations, to include fundraising efforts;

D. The Arts Program Manager, in consultation with City management and department directors, may suggest to the City Council other appropriate funds on a project basis.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6678 §1, 2009; Ord. 6526 §8, 2008).

#### **2.100.180 Public Art--Municipal Art Fund**

There is established in the City treasury a special fund designated "Municipal Art Fund" into which shall be deposited funds appropriated as contemplated by OMC [2.100.170](#), together with gifts or bequests to the City for such purpose, and other funds as the City Council shall appropriate for Public Art, and from which expenditures may be made for specific Public Art in accordance with the Plan. In the case of designated design/build construction projects where a public artist is on the design team, the one percent for art funds may remain in the project budget to pay for the public art component of the project. Moneys in the Municipal Art Fund may also be used toward the creation of a live/work housing project for local artists. A percentage of the Municipal Art Fund will be appropriated for administrative costs associated with the project. Arts program staff salaries will not be funded from the Municipal Art Fund, except where specifically provided for art conservation. Donations received for Public Art projects and purposes shall be administered pursuant to applicable policies adopted by the City.

Moneys held for art conservation may be expended for staff time, professional services, supplies, and operating costs associated with the conservation, repair, restoration, or maintenance of works of Public Art as prescribed in an annual maintenance plan or as needed to maintain the integrity of the artwork.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6843 §2, 2013; Ord. 6526 §8, 2008).

#### **2.100.190 Administrative Guidelines--Public Art, Art Programs and Services**

The City Manager or designee is hereby authorized to promulgate administrative guidelines to carry out the provisions of OMC [2.100.110](#) through [2.100.240](#). Any major changes to said guidelines shall be submitted to the City Council for review.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.200 Public Art--Maintenance and Conservation of Public Art**

Routine maintenance of works of Public Art shall be performed by the Parks, Arts and Recreation Department consistent with the artist's specifications and/or best practices in art conservation. All maintenance costs shall be borne by the Municipal Art Fund.

Major maintenance, including conservation, repair, and/or restoration of works of Public Art, once determined to be required by arts program staff, shall be performed by the artist or other contractor and the costs shall be fully borne by the Municipal Art Fund.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.210 Gifts of Art**

Proposed Gifts of Art shall be reviewed by the Arts Commission and recommended to City Council for formal acceptance or rejection. Each acceptance will be conveyed by ordinance into the City's possession, with an agreement signed by the artist and/or donor.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7187 §3, 2019; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.220 Donations of funds under \$10,000 for Community Art Programs and Services**

OMC Chapter [3.56](#), as well as 2.100.230, and 2.100.240 of this Chapter shall govern the receipt, holding, acceptance and allocation of any funds under \$10,000 that are donated to the City and that are to be used for the purpose of supporting community art programs and services.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.230 Appropriation of Donations for Fundraising Efforts and Special Projects**

At times, the City may wish to establish special accounts for fundraising efforts and/or special projects as approved by the City Council. Donated funds received and accepted by the City in response to fundraising efforts and special events shall be deposited into the appropriate fund. Funds shall be expended upon appropriation for such programs and services approved by the City Council.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

#### **2.100.240 Appropriation of Donations for Art Programs and Services**

Any donation given and accepted without conditions may be appropriated, pursuant to the Municipal Art Plan, for the enhancement or expansion of existing City art programs and services, or for the development of new art programs or services. Donations with conditions may be used only for purposes set forth in the condition. In either event, a proper credit shall be given to the fund source, such as "this program sponsored by the

City of Olympia Arts Commission with support provided by (list the Donor)." Enhanced or expanded art programs and services funded by donation will continue only if funds are available to continue such programs.

(Ord. 7365 §1, 2023; Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 7034 §1, 2016; Ord. 6526 §8, 2008).

### **Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

#### **2.100.250 Established--Purpose**

There is hereby established a Bicycle and Pedestrian Advisory Committee of Olympia to advise the City Council on the encouragement and facilitation of the use of bicycles and walking as regular means of transportation or recreation, and provide for pedestrian and bicycle safety needs.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

#### **2.100.270 Duties**

The Bicycle and Pedestrian Advisory Committee shall have the following duties:

- A. Oversee the development of a bicycling master plan for approval by the Council and propose plan amendments as appropriate based on an annual review. Oversee the development of a pedestrian master plan for approval by the City Council and propose amendments as appropriate based on an annual review;
- B. Establish a list of recommended bicycle and pedestrian facility priorities for consideration during the City's annual review of capital improvement projects;
- C. Review preliminary plans for creating/enhancing bicycle and pedestrian facilities;
- D. Make recommendations on roadway design standards;
- E. Share information about existing and proposed bicycling and pedestrian programs with other community groups concerned with bicycle and pedestrian programs and safety;
- F. Make recommendations on any bicycle/pedestrian matters with an emphasis on policy and planning issues;
- G. Periodically review the results of implementation of City development standards and policies to ensure that the bicycle and pedestrian related goals in the Olympia Comprehensive Plan are being constructively addressed;
- H. Advise the City Council on community member concerns on bicycle and pedestrian transportation matters; and
- I. Other duties as appropriate.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

#### **Article IV. LODGING TAX ADVISORY COMMITTEE**

##### **2.100.280 Established--Purpose**

There is hereby established a Lodging Tax Advisory Committee to advise the City Council on potential annual uses of the lodging tax imposed and collected by the City of Olympia.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

##### **2.100.290 Membership--Appointment**

A. There shall be five (5) members of the Lodging Tax Advisory Committee, one (1) of whom shall be a member of the Olympia City Council, two (2) of whom shall be representatives of businesses required to collect the lodging tax, and two (2) of whom shall be persons involved in activities eligible to be funded by revenue received from the lodging tax.

B. The City Council representative shall serve as committee Chair. The appointment of the City Council member will be determined annually by the City Council.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6569 §1, 2008; Ord. 6526 §8, 2008).

##### **2.100.300 Duties**

The Lodging Tax Advisory Committee shall have the following powers and duties:

A. Establish a process for and make recommendations to the City Council concerning potential uses for the lodging tax levied and collected by the City of Olympia within guidelines established by the City Council; and

B. Annually review and report to the City Council on the effectiveness of the use of the lodging tax in meeting the goals and parameters for the tax as adopted by the Olympia City Council.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

##### **2.100.310 Relationship Between the Lodging Tax Advisory Committee and the Olympia City Council**

A. The annual recommendations of the Lodging Tax Advisory Committee on potential uses of that tax and the report on effectiveness of the lodging tax in meeting the goals adopted by the City Council shall be made to the Olympia City Council in a timely manner prior to or as part of Council consideration of the

following year's City budget.

B. The Lodging Tax Advisory Committee shall inform community members and groups that its work is advisory in nature only, and that the City Council decides how to use the lodging tax.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

## **Article V. PARKS AND RECREATION ADVISORY COMMITTEE**

### **2.100.320 Established--Purpose**

There is hereby established a Parks and Recreation Advisory Committee to advise the City Council on recreation matters enumerated in this chapter.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

### **2.100.340 Duties**

The Parks and Recreation Advisory Committee shall have the following powers and duties:

- A. To make recommendations to the City Council concerning the future park, playground and other recreation resources of the City through the planning and development of a parks capital improvement plan;
- B. To update the Comprehensive Park Plan to comply with the Interagency Committee for Outdoor Recreation Grant in Aid programs;
- C. To make recommendations to the City Council regarding planning and development of public recreational facilities and programs;
- D. To cooperate with any departments and Advisory Bodies of the City and with public school authorities, Thurston County, the State of Washington, other cities and public and private entities in the furtherance of a well-rounded parks and recreation program;
- E. To make recommendations to the City Council on rules and regulations regarding use of City recreational facilities to best serve the interests of the public;
- F. To serve as liaison between community members and the City Council on parks and recreation related matters;
- G. To make recommendations to the City Council regarding any matters affecting parks and recreation programs;
- H. If requested by the City Council or City Manager, to provide advice regarding the employment of parks and recreation personnel; and
- I. To carry out other parks and recreation related subjects assigned by the City

Council or  
by ordinance.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

## **Article VI. PLANNING COMMISSION**

### **2.100.350 Established--Membership--Purpose**

There is hereby established in the City, pursuant to RCW [35A.63.020](#), a Planning Commission, consisting of nine (9) members, to advise the City Council on the long range growth and development of Olympia, including changes to the City's Comprehensive Land Use Plan and zoning ordinance.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6810 §1, 2012; Ord. 6526 §8, 2008).

### **2.100.360 Duties**

The Planning Commission is authorized and empowered to act as the research and fact-finding agency of the City. To that end, it may make surveys, provide analysis, undertake research, and make reports as generally authorized or requested by the City Council. The Planning Commission, upon such request or pursuant to such authority, may:

- A. Make inquiries, perform investigations and surveys concerning the resources of the City;
- B. Assemble and analyze any data obtained and formulate plans for the conservation of such resources and the systematic utilization and development thereof;
- C. Make recommendations from time to time as to the best methods of such conservation, utilization and development; and
- D. Cooperate with other public agencies in such planning conservation and development.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

### **2.100.370 Powers of City Council**

The City Council is authorized and empowered to provide for the preparation by the Planning Commission and the adoption and enforcement of coordinated plans for the physical development of the City. For this purpose, the City Council, as is deemed reasonably necessary or requisite in the interest of the health, safety, morals, and the general welfare, upon recommendation by its Planning Commission, by general ordinances of the City, may regulate and restrict the location and the uses of buildings

and structures for residential, commercial, industrial and other purposes; the height, number of stories, size, construction and design of buildings and other structures; the size of yards, courts and other open spaces on the lot or tract; the density of population; the setback of buildings along highways, parks, or public water frontages; and the subdivision and development of land.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008)

### **2.100.380 Use Districts--Development Plan**

For any or all of such purposes the City Council, on recommendation of the Planning Commission, may divide the City or any portion thereof into districts of such size, shape and area, or may establish such official maps, or development plans for the whole or any portion of the area of the City as may be deemed best suited to carry out the purposes of this chapter; and within such districts it may regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

### **2.100.390 Comprehensive Plan--Purpose and Preparation**

All such regulations shall be worked out as parts of a comprehensive plan, which the Planning Commission shall prepare for the physical and other generally advantageous development of the City, and shall be designed, among other things, to encourage the most appropriate use of land throughout the City; to lessen traffic congestion and accidents; to secure safety from fire; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; to promote a coordinated development of the unbuilt areas; to encourage the formation of neighborhood or community units; to secure an appropriate allotment of land area in new developments for all the requirements of community life; to conserve and restore natural beauty and other natural resources; to facilitate the adequate provision of transportation, water, sewerage, and other public uses and requirements.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

### **2.100.400 Comprehensive Plan--Public Hearing--Copy Filing**

The Planning Commission may recommend to the City Council the Comprehensive Plan so prepared as a whole, or may recommend parts of the Comprehensive Plan by successive recommendations, said parts corresponding with geographic or political sections, divisions or subdivisions of the City, or with functional subdivisions of the subject matter of the plan; and may prepare and recommend any amendment or extension thereof or addition thereto. Before recommendation of the initial Comprehensive Plan to the City, the Planning Commission shall hold at least one public

hearing thereon, giving notice of the time and place by one publication in a newspaper of general circulation in the City and in the official gazette, if any, of the City. A copy of the ordinance or resolution adopting or embodying such Comprehensive Plan or any part thereof or any amendment thereto, duly certified as a true copy by the City Clerk, shall be filed with the County Auditor. A like certified copy of any map or plat referred to or adopted by the ordinance or resolution shall likewise be filed with the County Auditor. The Auditor shall record the ordinance or resolution and keep on file the map or plat.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

#### **2.100.410 Comprehensive Plan--Modification Procedure**

Any ordinance or ordinances, resolution or resolutions, adopting any such Comprehensive Plan or regulations, or any part thereof, may be amended, supplemented, changed or modified by subsequent ordinance or resolution adopted by the City Council upon recommendation of the Planning Commission.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

### **Article VII. UTILITY ADVISORY COMMITTEE**

#### **2.100.420 Established--Purpose**

There is hereby established a Utility Advisory Committee to act as a public advisor to the City Council, the 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. The Utility Advisory Committee shall also act to actively encourage broad public participation in the planning and construction of the utility infrastructure which sustains the community. In this advisory role the Committee shall:

- A. Develop an understanding of the range and depth of utility policy issues, the relationship utilities have in implementing the Comprehensive Plan, and the role the various utility master plans have in City development.
- B. Provide advice to the City Council, the City Manager's office, the Planning Commission,  
and the Public Works Department in developing the Capital Facility Plan.
- C. Provide policy advice and direction on the setting of utility rates.
- D. Review the variety of public involvement tools available to encourage community participation, and make recommendations to the City Council on what tools to use to ensure broad community involvement in the planning and the building of the utilities.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

### **2.100.440 Duties**

The Utility Advisory Committee is authorized and empowered to act as the principal policy advisor to the City Council, the City Manager's office, and the Public Works Department on utility matters.

- A. The Utility Advisory Committee may conduct research, perform analysis and prepare and develop reports and recommendations to the City regarding utility policy choices on issues such as utility rates, the utility related chapters of the Comprehensive Plan, the utility master plans, utility franchises, regulatory compliance with state and federal laws, levels of customer service and satisfaction, and the capital facilities of each of the City's four public utilities.
- B. The Utility Advisory Committee shall also foster opportunities for expanding the public's involvement in the planning and delivery of public utility services.
- C. In addition, the Utility Advisory Committee will provide advice to the City on management strategies to:
  - 1. Maintain the community's investment in its utility infrastructure;
  - 2. Respond to state and federal regulations;
  - 3. Define the role the utilities play in managing and accommodating growth in the community; and
  - 4. Evaluate operations to ensure the utilities are operated in a sustainable manner which assures stewardship for our natural, business, material, and human resources.
- D. The Utility Advisory Committee shall present an annual work plan to the City Council for approval.
- E. The Utility Advisory Committee shall present an annual report to the City Council for approval on the state of the utilities and the other work of the Utility Advisory Committee, including recommendations to improve the operations of the committee.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020; Ord. 6526 §8, 2008).

## **Article VIII. HOME FUND ADVISORY BOARD**

### **2.100.450 Established--Purpose**

There is hereby established a Home Fund Advisory Board to accomplish the following:

- A. Advise the City Council concerning the formulation of processes, procedures and criteria for carrying out the goals of the Olympia Home Fund; and
- B. Ensure the expenditures of Olympia Home Fund dollars and other

resources are invested based upon the priorities and commitments made to voters by the City of Olympia.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 §3, 2020).

### **2.100.480 Duties**

The Home Fund Advisory Board shall have the following powers and duties:

#### **A. Priority Setting.**

1. To review the overall housing needs of vulnerable populations within the City.
2. To coordinate with other stakeholders, City boards, commissions and committees, government funders and other public and private partners to develop categories of need and priority projects to meet those needs consistent with statutory limitations on use of Home Fund dollars; and
3. To make recommendations to the City Council concerning appropriate low income housing projects and housing and mental health related services.

#### **B. Public Communication.** To facilitate and recommend outreach to the community about

the Home Fund priorities, projects, services and investments.

#### **C. Home Fund Allocations.** To provide advice to the City Council on any proposed allocation of Home Fund dollars. This may be done through a subcommittee to expedite awards and reduce potential conflicts of interest.

#### **D. Coordination.** To be familiar with other funding plans and funding sources in order to

maximize investment in Home Fund projects. Partners may include, but are not limited to:

Thurston County Five-Year Plan

Olympia's CDBG Annual Plan and Five-Year Plan  
The Regional Housing Council  
Housing Action Team

Thurston County Housing Authority  
Continuum of Care  
Housing Finance Commission  
Housing Trust Fund.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7253 §3, 2020).

## **Article IX. COMMUNITY MEMBER REPRESENTATIVES FOR POLICE USE OF FORCE EVENTS**

### **2.100.500 Established--Purpose**

There is hereby established a pool of six community member representatives to assist by monitoring certain independent investigations regarding police use of deadly force that

results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW [9A.16.040](#). For each use of deadly force event for which an independent investigation involving community members is needed, two community member representatives from this pool of six will be selected to serve.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020).

### **2.100.520 Qualifications**

The following qualifications are required in order to serve as a community member representative:

- A. Must be available to serve on a team that will independently investigate a police use of deadly force event;
- B. Must have the ability to serve fairly and impartially;
- C. Must be available to serve during non-traditional working hours;
- D. Must be willing and able to attend the City of Olympia Police Department Community Member's Academy as well as other training relevant to participation on an investigative team;
- E. Must be able to pass a background check that meets Criminal Justice Information Service (CJIS) requirements, as established by the Federal Bureau of Investigation;
- F. Must not have an active arrest warrant and must not have been convicted in any state of:
  1. Any felony; or
  2. A gross misdemeanor or misdemeanor involving domestic violence; or
  3. Any other crime that could impact the ability of a community member representative to impartially serve as part of an independent team of investigators on a police use of deadly force matter;
- G. Must not be a City of Olympia officer, official, or employee, or an immediate family member of a City of Olympia officer, official, or employee. "Immediate family member" means parents, spouse, siblings, children, or dependent relatives;
- H. Must reside within the city limits of Olympia;
- I. Must be able to serve for the duration of a three-year term without compensation, except for the stipends permitted in OMC [2.100.040](#), and serve for one term only; and
- J. Must be willing to sign a confidentiality agreement at the inception of their service on an investigative team and maintain strict confidentiality through the end of any criminal trial and appeal period.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020).

### **2.100.530 Duties**

A. When selected to do so, each community member representative shall, fairly and impartially, monitor independent investigations regarding any police use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW [9A.16.040](#), as instructed by the lead investigator of such team.

B. Each community member representative must attend the City of Olympia Police Department Community Member's Academy, as well as other training determined relevant to participation on an investigative team prior to assignment to an investigation;

C. Each community member representative must maintain strict confidentiality throughout any investigation to which they have been assigned until its end and the conclusion of any subsequent trial and appeal period.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021; Ord. 7275 §1, 2021; Ord. 7250 §2, 2020; Ord. 7242 §1, 2020).

## **Article X. SOCIAL JUSTICE AND EQUITY COMMISSION**

### **2.100.600 Established--Purpose**

A. There is hereby established in the City of Olympia an eleven (11) member Social Justice and Equity Commission whose overall purpose is to respond to the problem of unlawful discrimination on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, honorably discharged veteran or military status, disability, or source of income, with the goal of eliminating racism and unlawful discrimination and fulfill human rights for all residents of the City of Olympia for a just and equitable Olympia for all people.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021)

### **2.100.610 Membership--Appointment**

A. There shall be eleven (11) members of the Social Justice and Equity Commission. Members represent a reasonably broad cross-section of the residents of the City of Olympia, including education, race, ethnicity, gender, gender identity, sexual orientation, national origin, age, religion, and geographic identification.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021)

### **2.100.620 Duties**

- A. Receive complaints that occur within the City of Olympia relating to unlawful discrimination based upon race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, honorably discharged veteran or military status, disability, or source of income, with the goal of eliminating racism and unlawful discrimination and fulfilling human rights for all residents of the City of Olympia for a just and equitable Olympia for all people;
- B. Mediate, conciliate, and investigate complaints of unlawful discrimination, and issues related to racial, social justice, human rights, or other forms of discrimination;
- C. Advise the City on projects, events, policies, procedures, practices, and other issues to identify and proactively address potential disproportionate impacts to historically marginalized communities;
- D. Participate in community and educational outreach to build relationships and seek community feedback regarding the work of the Social Justice and Equity Commission; and
- E. Serve as commissioners of the Social Justice and Equity Commission, in accordance with all appropriate local, state, and federal laws, and within the legal geographic boundaries of the City of Olympia, to receive and conduct impartial investigations of complaints that have been filed by individuals who believe they have been discriminated against due to their race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, honorably discharged veteran or military status, disability, or source of income, and seek the satisfactory adjustment of such complaints through fact-finding hearings and to issue findings of fact, conclusions of law, and to issue written decisions, as may be required in the matter; provided, that no such action shall be taken with respect to any complaint within the exclusive jurisdiction of any state or federal agency.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021)

### **2.100.630 Budget**

The Commission's programs and operating expenses shall be funded from the City's General Fund. The City Manager shall include said budget within the annual operating budget of the City.

(Ord. 7331 §1, 2022; Ord. 7298 §1, 2021)

## **Article XI. CULTURAL ACCESS PROGRAM ADVISORY BOARD**

### **2.100.700 Established--Purpose**

There is hereby established in the City of Olympia a Cultural Access Program Advisory Board to accomplish the following:

- A. Advise the City Council concerning the formulation of processes, procedures, and criteria for carrying out the goals of the Cultural Access Program; and
- B. Ensure the expenditures of Olympia Cultural Access Program dollars and other resources are invested based upon the priorities and commitments made to voters by the City of Olympia.

(Ord. 7331 §1, 2022).

### **2.100.710 Duties**

The Cultural Access Program Advisory Board shall have the following powers and duties:

#### **A. Priority Setting.**

- 1. To review arts, science, cultural, and heritage programs to support public benefit throughout Olympia.
- 2. To coordinate with other stakeholders in the community to take into account goals regarding equity and access to cultural programs for all residents of the City, including historically marginalized racial and gender communities, ethnic backgrounds, age, and other aspects of personal and professional identity.
- 3. To act in an advisory capacity to the Olympia City Council on cultural programming that meets statutory requirements of RCW Chapter [36.160.110](#).

#### **B. Review and Recommend to Council.**

- 1. To review and recommend funding guidelines for cultural access programming consistent with state law.
- 2. To review and recommend funding levels for grant applicants.
- 3. To review and provide input on reporting processes to ensure alignment with public benefit goals.
- 4. To review outcomes from funded organizations to ensure compliance with statutory
- 5. mandates and to ensure effective stewardship of Cultural Access Program funds. To participate in the preparation of annual reports to the Olympia City Council regarding goals for programs that evidence public benefit.
- 6. To review grant applications for programming that meets criteria for providing public benefit as provided in RCW [36.160.110](#).
- 7. To review and provide input to Council on efforts to support cultural programs,

building collaborative partnerships, and advancing the visibility of the Cultural Access Program in the community.

C. Public Communication.

1. To facilitate and recommend outreach to the community about cultural programming

priorities, projects, services, and investments.

2. To serve as outreach ambassadors to the arts, culture, heritage, and science organizations and the general public.

D. Recommend Criteria and Guidelines to Council.

1. In consultation and with the approval of the Olympia City Council, the Cultural Access Program Advisory Board may make and alter any rules and regulations governing its organization and procedure not inconsistent with this chapter or any other ordinance of the City or state law, including RCW [36.160.110](#), the Open Public Meetings Act, and prohibition against conflict of interest.

2. The Advisory Board may recommend to Council funding programs to support a variety of types and sizes of organizations and programs that will provide public benefit in Olympia, with a demonstrated commitment to improving equity and access for Olympia's diverse populations.

3. Organizational requirements for equity and inclusion, will be detailed in funding application guidelines and evaluation criteria to address historical inequities in the cultural sector in Olympia, and shall be reviewed by the Olympia City Council.

4. The Board shall recommend programming, among others, which will support public programs in arts, culture, heritage, or science, and that will address:

- a. Increasing public access to cultural programs and/or facilities;
- b. Providing neighborhood and community-based programs; or
- c. Providing educational programs for youth;

5. Pursuant to RCW [36.160.110](#), the Advisory Board shall recommend to Council a percentage of funds available annually to be reserved for a public school cultural access program established and managed by the City to increase opportunities for cultural activities and programming for public school students. Public school programs will be recommended that benefit students and increase opportunities for cultural activities. Such programming may include expanded learning opportunities with before or after school classes, or summer classes, or school day or school break field trips to off-campus arts, culture, heritage, or science learning, including bus transportation.

(Ord. 7347 §1, 2022; Ord. 7331 §1, 2022).

## Article XII. YOUTH COUNCIL

### **2.100.800 Established--Purpose Revised 2/25**

There is hereby established in the City of Olympia a Youth Council whose overall purpose is fostering a relationship between the City of Olympia and its youth, and empowering youth with access and contribution in City governance. The Youth Council strives to ensure youth voices are heard by the City of Olympia, creates an environment where youth can flourish, and fosters tangible, sustainable posterity for future generations.

(Ord. 7420 §2, 2024).

### **2.100.810 Membership--Appointment Revised 2/25**

There shall be up to twenty (20) members of the Youth Council. The majority of Youth Council members shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area. In order to serve as a Youth Council member, members shall not be younger than 14 years old and not older than 20 years old on the first day of their appointed term.

(Ord. 7420 §2, 2024).

### **2.100.820 Term of Office Revised 2/25**

A. The term of office for Youth Council members shall be one (1) year, except as modified by the City Council, and such terms shall commence on September 1 and conclude August 31 of the following year.

B. Members shall be limited to four (4) full one-year terms. Partial terms will not be counted toward the number of terms considered. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

(Ord. 7420 §2, 2024)

### **2.100.830 Duties Revised 2/25**

A. Community Service--plan youth-oriented events, service projects, and additional youth-centered programs;

B. Civic Engagement--engage with the city government in various ways, including providing recommendations and/or advising the City Council and other City of Olympia officials on citywide issues related to government affairs and policy in an effort to consider the voice of youth in decision making processes;

C. Connect Youth with other Youth, Resources, and Opportunities--serve as a connection between the city and Olympia youth, specifically responsible for speaking on behalf of the youth of the city while also engaging youth with city initiatives, hearing from community members, managing youth-relevant initiatives, establishing partnerships with additional youth groups, and providing and sharing opportunities for youth;

D. Advise the City Council on youth community member concerns on matters in the community; and

E. Other duties as determined by Council and are appropriate. (Ord. 7420 §2, 2024).



## Appendix 2 – Technology Policy 26

The attached information can also be found here:


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

### POLICY 26 TECHNOLOGY POLICY

## Technology Policy 26

*Effective Date: October, 2013*

### SECTION INDEX:

- [1](#) Purpose
- [2](#) Reference
- [3](#) Application
- [4](#) Guidance
  - [4.1](#) Approval
  - [4.2](#) Ownership
  - [4.3](#) No Expectation of Privacy
  - [4.4](#) Definitions
  - [4.5](#) Use of City Systems
  - [4.6](#) Compliance
  - [4.7](#) Procurement Procedures
  - [4.8](#) Security, Viruses and Downloading
  - [4.9](#) Telecommunication Device Usage
  - [4.10](#) Electronic Communications
  - [4.11](#) Collective Bargaining/Civil Service Rules
  - [4.12](#) Penalties and Enforcement
- [5](#) Forms
  - [Technology Use Authorization Form](#) 

#### 1. PURPOSE

This guideline establishes policies and procedures for the use of computer hardware and software, telecommunications devices, procurement of technology assets, and security relating to technology.

#### 2. REFERENCE

City of Olympia, [Policy 20](#) - Standards of Conduct, Chapter [434-662](#) WAC, Preservation of Electronic Records, Chapter [42.56](#) RCW, Public Records Act

#### 3. APPLICATION

This policy applies to all technology and electronic communications resources owned by the City, all authorized users of City resources, all contents of electronic communications and attachments and transactional information associated with such communications.

## 4. GUIDANCE

It is the policy of the City to maximize the cost-effective use of computer systems as a means of improving productivity. The City of Olympia provides a communications network capable of offering computing resources, electronic mail (email) and internet access to employees to assist in and facilitate City business and communications. The primary purpose of the City's network and systems is to provide service to the public as part of City business in a manner that is congruent with the City's vision and values. Some limited, incidental personal use of the computer system by City employees is permitted if accomplished in compliance with the provisions of this policy as set forth below.

This policy does not articulate all required or prohibited behaviors by technology users or identify all exceptions to the rules, but merely covers likely examples. In general, the City relies on the good judgment of its employees to ensure that City technology resources are used in the public's best interest and in accordance with Policy 20 - Standards of Conduct. Misuse of the City's technological resources includes excess use for personal reasons and accessing sites or sending email with inappropriate content. Employees who misuse the City's technology resources for personal reasons are subject to disciplinary action up to and including termination.

The management of electronic records in electronic form and in printed format is subject to federal and state laws including the provisions regarding retention and disclosure.

This policy specifies usage as it relates to all information processing and communications facilities employed by the City, including computers, fax machines, telephones, smart phones, pagers, wireless email devices, copiers, software, on-line accounts, hosted applications, facilities for Internet/ Intranet/ Extranet access, storage media, network accounts, computer files, email electronic messages and related equipment and documentation employed or stored in its offices and facilities.

### 4.1. APPROVAL

Employees must obtain approval for computer, email and internet use from the appropriate department director or authorized supervisor or manager.

### 4.2. OWNERSHIP

The City owns, leases, and has the right to specify the use of all electronic communications resources. No employee has any property interest in the electronic communications resources of the City.

### 4.3. NO EXPECTATION OF PRIVACY

By using the City's computer system (including e-mail, internet and hosted applications), employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of the system or in any data that they create, store, or transmit on or over the system, including any data created, stored or transmitted during the employees' incidental personal use of the computer system as permitted under this policy. Employees who use the computer system further agree that they are aware of, understand and will comply with the provisions of this policy, and that their use of the computer system may be monitored and any data that they create, store, or transmit on or over the system including incidental personal use of the computer system as permitted under this policy, may be inspected by the City at

any time. In addition, email messages and other documents created on the computer system are public records and may be subject to public disclosure.

#### 4.4. DEFINITIONS

- a. **Authorized User:** Any person who uses the electronic communication resources with proper authority. The term includes employees of the City who have completed the required prerequisites for use and persons who are not employees but have been properly authorized to use the electronic resources.
- b. **Computer System:** Includes individual desktop computers (PCs), portable computers, handhelds, software, email system, the internet and intranet, hosted applications, portable storage devices, magnetic tapes, cd's, dvds, file servers, peripherals, network equipment and all other components of the City's computer network.
- c. **Electronic Communications:** Any communication transmitted electronically via the use of the electronic communications resources. Examples include but are not limited to email, instant messages, social media postings, and speech to text.
- d. **Employee:** For the purpose of this guideline, this term refers to any individual who works with the City and will use the computer and/or telecommunication systems. This includes but is not limited to regular or temporary personnel, volunteers, emergency hires, instructors, contracted personnel, and interns, etc.
- e. **Internet:** A global system of interconnected computer networks that use a standard communication protocol to serve billions of users worldwide.
- f. **Intranet:** Web site containing content and applications for City internal use only.
- g. **Hosted Applications:** Application software that resides on a third party vendor's system and is accessed by users through a web browser using HTML or by special purpose client software provided by the vendor.
- h. **Litigation Hold:** A process by which an organization must preserve all records, including all forms of electronic communications, related to the subject of a dispute being addressed by current or reasonably anticipated litigation for possible production in the litigation. During a litigation hold, normal record disposition policies are suspended.
- i. **Metadata:** Electronic file attributes such as file owner, creation date, last modified date, routing details, sender, receiver, and subject line.
- j. **Occasional Use:** Irregular and infrequent usage.
- k. **Public Record:** 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 the agency regardless of physical form or characteristics, or as defined in 42.56 RCW.
- l. **Streaming Audio/Video:** Technology used to "play" audio/video on a PC over a network; can be used for music, voice, lectures and other audio/video material. It generally consists of a continuous stream of data coming from a network.
- m. **Web Browsing:** Use of a browser tool to access web sites on the internet.

#### 4.5. USE OF CITY SYSTEMS

The City's computer systems are provided to assist employees to perform their jobs, share files, and communicate with each other and with outside individuals and organizations on City business. The City's computer systems are to be used for City business purposes, except for occasional, incidental personal use as permitted consistent with the guidelines below.

- a. **Appropriate Use:** The City's computer systems are to be used by employees or volunteers for City business.

The computer systems may also be utilized for occasional, incidental personal use that, in the judgment of the employee's supervisor or department director, does not interfere with employee or department productivity. Personal use does not include uses requiring substantial expenditures of time, uses for profit, or uses that would otherwise violate City policy with regard to employee time commitments or City equipment.

Examples of acceptable occasional, incidental personal use of the City computer system include:

1. Advising others about an employee's vacation, marriage, birth of a child, etc.
  2. Brief and infrequent communication.
  3. Important and time-sensitive personal needs such as making medical appointments or arranging parent-teacher conferences.
  4. Personal use of impact similar to that of a brief phone call.
  5. Browsing the on-line edition of newspaper during lunch or break time.
- b. **Prohibited Use:** Use of the City's computer system to engage in any communication that violates federal, state, or local laws, codes, and regulations, City policies and procedures is strictly prohibited at all times.

In addition, the following uses of the City's systems are inappropriate and are prohibited at all times, unless expressly accepted below. Inappropriate uses of the City's system include, but are not limited to:

1. Commercial use for an employee's personal business (e.g. - Ebay or other auction sites, other jobs or businesses in which the employee is involved);
2. accessing of pornographic, sexually explicit or indecent materials including materials of a bawdy or risqué nature, or that are otherwise unreasonably offensive, except for limited usage for City business as permitted below under ***section 4.5.c***;
3. usage for any type of harassment or discrimination including transmission of obscene or harassing messages to any individual or group because of their sex, race, creed, religion, national origin, sexual orientation or other protected class status;
4. gambling;

5. usage for any activity that could adversely affect the City of Olympia's image or reputation;
  6. usage for recreational purposes including the loading of computer games or playing online games;
  7. usage which precludes or hampers City network performance such as viewing or listening to streaming audio and/or video, except for limited usage for City business as permitted below under ***section 4.5.c***,
  8. unauthorized copying of copyrighted material;
  9. usage which violates software license agreements;
  10. downloading of software except for limited usage for City business as permitted below under ***section 4.5.c***,
  11. transmission of information to unauthorized persons or organizations
  12. unauthorized entry or attempt of entry to other City systems or to any other networks;
  13. unauthorized entry or attempt of entry into other City Departments sub- directories, files, resources; or
  14. malicious use of the system in an excessive manner so as to unreasonably deprive others of system use or resources.
  15. Use of computing resources that violates standards outlined in ***Policy 20 - Standards of Conduct***.
- c. **Limited Usage:** The following uses of the City's systems are permitted for City business only. The City business need must be conveyed to and the use authorized by the employee's department director:
1. Accessing streaming audio/video is permitted for City business such as online training.
  2. Accessing of pornographic, sexually explicit or indecent materials including materials of a bawdy or risque nature, or that are otherwise unreasonably offensive is permitted as part of any investigation conducted by Police Detectives or other authorized personnel.
  3. Downloading software as approved by IT Services.
- d. **Time of Use:** While the employee is working, the use of the City's computer system shall be for City business only. Use of the computer system for occasional, incidental use as permitted in ***section 4.5.a*** above shall be limited to the employees' break and lunch hours unless otherwise allowed by the department director and as limited by this ***section, 4.5-Use of City Systems***. Employees who work within the public's visual sight should be cognizant of

public perception and should use care and discretion in providing an appropriate image of the City while using the computer system and particularly the internet.

#### 4.2. COMPLIANCE

- a. Inappropriate use or violations of this policy may result in disciplinary action, up to and including termination.
- b. If managers or employees have reason to believe that an employee is misusing the City's computer systems, they shall report the inappropriate use to any supervisor, manager, or department director.
- c. It is the responsibility of the department director to administer any disciplinary action necessary.
- d. Each user is responsible for his/her image on the internet/intranet as well as the image of the City of Olympia. It is recommended that employees not put personal information on or access email or internet services for personal use unless they would feel comfortable accessing or putting the same information in a widely distributed office memo. In addition, use of City computer systems must be consistent with [\*Policy 20- Standards of Conduct\*](#).

#### 4.3. PROCUREMENT PROCEDURES

A user wishing to purchase, lease, or contract for hosted computer hardware or software for City use should consult IT Services early in the planning process. IT Services will assist in assessing hardware/software requirements, contract terms, support services and costs.

Unless an exception can be justified by user requirements, hardware, software and hosted applications will comply with the City's standard configuration. The user will assure that funds are budgeted and available for purchase of items required.

Acting on behalf of the user, IT Services will initiate requisitions for computer systems, hardware, software or hosted applications. Such requisitions, which originated from the user, will be forwarded to IT Services to be evaluated and approved before any purchasing, leasing or contracting for services action is taken.

All computer hardware and software will be shipped in care of IT Services. IT Services staff will perform necessary tests, install software, set-up the system and provide user instruction.

- a. **Computer Replacement:** When a new computer is purchased, setup and installed in a section, the existing computer will be removed by IT Services staff. If the computer is at the end of its life cycle it will either be used for parts or deemed surplus for auction.

**b. Standardized Software and Hardware:** To ensure compatibility between computer systems and provision of adequate user support, the City has established standard software and hardware for commonly used applications. The use of unauthorized, non-standard software or hardware, including personally owned software or hardware, on City computer systems without IT Services and Department Director approval is prohibited. If non-standard software is approved by the IT Services Manager and the Department Director for installation, the City shall not be responsible for its operation and/or maintenance. If it is found that this non-standard software affects the operation of the user computer or the network, it will be removed. If non-standard hardware or software, which has not been approved, is discovered during routine maintenance operations, it will be reported to the immediate supervisor of the user to ensure its removal.

**c. Installation of Software and Hardware:** Improper installation of software or hardware can damage a computer system or cause it to malfunction. Consequently, all software and hardware is to be installed by the IT Services staff. Any moving, relocating, or rearranging of computer hardware will also be coordinated with the IT Services staff.

**d. Ownership and Confidentiality:** All software, programs, applications, templates, data, data files and web pages residing on municipal computer systems or storage media, or developed on municipal computer systems is the property of the City of Olympia. The City retains the right to access, copy, and change, alter, modify, destroy, delete or erase this property in accordance with applicable laws. Computer data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

**e. Copying Software, Programs, Applications, and Templates etc:** Users will notify IT Services and receive proper authorization before attempting to copy software. In many cases, copyright laws and/or licenses for commercial software, programs, applications, and templates used by the City prohibit making multiple copies. The City and its employees are required to abide by the federal copyright laws and to abide by any licensing agreements.

#### 4.4. SECURITY, VIRUSES AND DOWNLOADING

No one may use loopholes in computer security systems or knowledge of a special password to damage computer systems, to obtain extra resources, to take resources from another user, to gain access to systems or to use systems for which proper authorization has not been given. System accounts are assigned to individuals or groups. Passwords must be kept secret and not shared with any other individual. No one is allowed to attempt to use another person's user-id or password to gain access to another individual's account.

Employees who accept files via the Internet (e.g., via FTP, E-mail, attachments or newsgroups) are individually and directly responsible for using a current and reliable virus- checking program prior to opening the file. Downloading or uploading a file is restricted to City-related business. Users must not download any software packages and/or upgrades from the Internet, and must comply with the **4.5 -Use of City Systems** section of this policy. File Sharing - Public Folders are available to employees for sharing access to files with other employees. Employees are not allowed to share drives on a user's computer as a modified local server.

#### 4.5. TELECOMMUNICATIONS DEVICE USAGE

**a. City Owned/Operated Devices:** The director of the department shall approve all phone and data services purchased for City business use. Such devices are limited to business use only. Personal use of City-owned devices is not allowed. Calls home or to family, etc, by City staff when required to work extended hours shall be considered business calls.

1. City-operated devices should utilize State of Washington contract pricing.
2. Billing of City-owned devices will be reviewed by department directors for authorization. Department billing summaries are available to management upon request.
3. Electronic devices should be limited to use where two-way radio service or regular telephone is not available or no other less expensive method is available.
4. The City reserves the right to monitor and audit all calls made on City-owned Communication Devices.

**b. Other Communication Policies:**

1. **Proper Use:** Access to communication devices is a privilege. All users of City provided or used devices are responsible for using this resource in an effective, ethical, safe, and lawful manner. All usage should be congruent with the City's Vision and Values, and used only for City business, except as provided by this policy.
2. Communication devices are only for City-related activities. Fraudulent, harassing, or obscene messages must not be transmitted. Inappropriate messages include but are not limited to:
  - a. Messages sent under an assumed name or with intent to obscure the origin of the message.
  - b. Messages that harass an individual or group because

of the sex, race, creed, religion, national origin, sexual orientation, or other protected class status.

c. Messages that contain erotic material as defined by City Ordinance, indecent or inflammatory remarks directed toward an individual or group.

d. No one may use these devices for personal gain or promoting private products, services or interests.

3. Employees are expected to use communication devices in a manner that does not create a distracting or unsafe situation while driving or operating machinery or equipment.

#### 4.6. ELECTRONIC COMMUNICATIONS

##### a. Use and access of electronic communications systems and resources:

Authorized users have access to City electronic communications resources such as email accounts. Electronic communications systems and resources are intended for use in matters directly related to the business activities as a means to further the agency mission by providing services that are efficient and timely.

1. Privately owned mobile devices (PDAs, cell phones, etc) may be used to send and receive work email so long as the messages are sent through the City's email system. Use of personal email accounts (such as hotmail or gmail) for conducting City business is prohibited. In the event email related to the conduct of City business is received at a personal email address, it should be immediately forwarded as an attachment through the City email system.

2. The City may make use of technologies or programs to aid in the management, retention, and disposition of electronic messages, including deletion after a specific retention period based on record series. However, all employees have records management responsibilities for electronic communications and/or messages, and may be asked to identify records responsive to public disclosure or discovery requests. Printing and saving hard copies is not sufficient for records management purposes because metadata, which is part of the electronic record, is lost when a file is in hard copy format.

b. **Public Disclosure:** Electronic communications falling within the definition of a public record on any City equipment is the property of the City of Olympia and not the individual employee. Electronic communications are generally subject to public disclosure. Electronic communications systems may not be secure, and care should be taken before information of a confidential or sensitive nature is sent via email, instant message, or other electronic means. Attorney-client privileged or other messages that are

exempt from public disclosure should be noted as such in the subject line.

Flagging, tagging, or noting a message as confidential, privileged, or exempt does not automatically prevent disclosure, but does highlight the message for review prior to release. The Public Records Act clearly articulates that exemptions are narrowly construed and disclosure is liberally construed. If no specific exemption can be identified as applicable to a record, the record will be released.

#### **4.7. COLLECTIVE BARGAINING/CIVIL SERVICE RULES**

Employees covered by collective bargaining agreements and/or civil service rules will be subject to the specific terms of those agreements or rules with respect to network, e-mail and internet use. In the event the collective bargaining agreement and/or civil service rules do not address the specific issues addressed in this policy, then employees covered by the same shall be governed by this policy.

#### **4.8. PENALTIES AND ENFORCEMENT**

Any user violating these policies or applicable local, state and/or federal laws may be subject to immediate loss of all computer, e-mail, communication devices and Internet privileges. In addition, disciplinary action may be taken for violations.

It is every employee's responsibility to report any suspected abuse to a supervisor, manager or director. IT Services shall be notified in all cases.

### **5. FORMS**

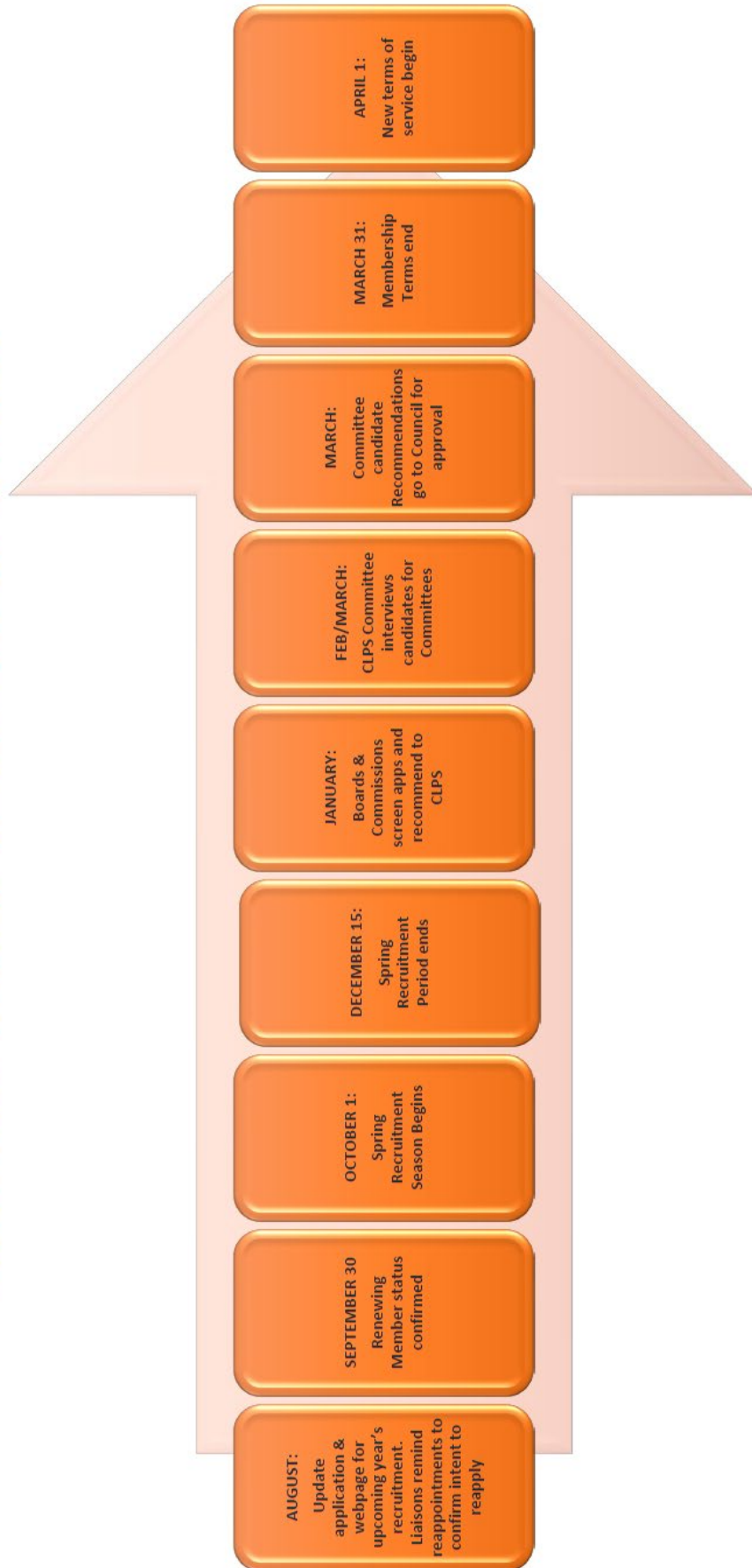
6.

[Technology Use Authorization Form](#) 

*Revision history:* October, 2013; June, 2011; September, 2005. *Superseded:* N/A.

## Appendix 3 – Recruitment Cycle Overview

### ADVISORY BOARD RECRUITING PROCESS





## Appendix 4 – Parliamentary Procedure Guidelines



# Essential Guidelines for Citizen Advisory Committees



Bicycle & Pedestrian Advisory Committee. © City of Olympia WA 2019.

The work of the Citizen Advisory Committee is to carry out the council's instructions. Follow these essential guidelines of parliamentary procedure to take the pain out of your meetings, hold productive discussions, and serve your community better.

### ► BASICS

A quorum must be present for business to be done. Usually a quorum means a majority (more than half) of the voting members in office.

The chair runs the meeting in the service of the committee. He is not the “boss” but serves as a facilitator, helping the committee to hold free and fair discussion and make good decisions.

Ordinarily a committee member must make a motion before any discussion begins. If there is no second, the motion is not taken up.

If a member makes a motion to amend the main motion, it is discussed and voted on before the main motion. After amending a motion, a vote must be taken on the main motion as amended.

After discussion, the chair calls for the vote and announces the result. The motion passes when a majority of those voting vote in favor, unless committee bylaws require a higher vote. This is different from the requirement for a quorum.

If someone “calls the question,” the chair must take a vote on whether to vote now or continue discussion. It takes a 2/3 vote to cut off discussion.

[www.jurassicparliament.com](http://www.jurassicparliament.com)



### ► DISCUSSION

All committee members have equal rights, privileges and obligations. This means that discussion is not a conversation, but follows some important rules:

- The chair recognizes speakers in turn.
- No one may speak a second time until everyone who wishes to do so has spoken once.
- Interrupting is not allowed.

Committee members must be courteous and respectful. They may not make inappropriate remarks such as personal remarks, insulting language, or comments that are irrelevant.

If a committee member breaks the rules, the chair may correct him, or another committee member may raise a point of order. The chair rules as to whether the point is correct, or not. A committee member who disagrees with a ruling of the chair may appeal it. If another member seconds the appeal, the committee decides.

The minority must be provided equal opportunity to debate, even if their views are unpopular. However, the decision of the majority voting at a meeting is the decision of the committee as a whole.

### ► PUBLIC INPUT

Public hearings and other quasi-judicial proceedings must be run according to the requirements of state law.

Public comment sessions offer an opportunity for members of the public to inform the committee of their views. We recommend not entering into back-and-forth exchanges. Community forums, one-on-one discussion, feedback forms on the website, surveys etc. are better channels for an exchange of views.

Under the First Amendment to the U.S. Constitution, the public is not bound by the same rules of decorum and courtesy as the committee members.

The public should not engage in clapping, booing, hissing or other disruptive actions, since they intimidate speakers, may suppress free speech, and impede the work of the committee.

#### Essential Guidelines for Citizen Advisory Committees

© Jurassic Parliament 2019. All rights reserved.

#### TERMS OF USE

This article is provided for personal use. The user may not modify, publish, license, create derivative works from, transfer or sell any information or services contained in this publication or obtained from our website, or use the content of our website for public or commercial purposes, including any text, images, audio or video, without the written permission of Jurassic Parliament. Jurassic Parliament reserves the right to update our website at any time without notice to you. If you would like to use or quote this material for any purpose other than expressly as authorized herein, contact the Jurassic Parliament office.

#### DISCLAIMER

This material is provided for general educational purposes. Jurassic Parliament makes no representation about the suitability of the information contained in the documents and related graphics published as part of these services for any purpose. All such documents and related graphics are provided "as is" without warranty of any kind. Jurassic Parliament hereby disclaims all warranties and conditions with regard to this information, including all warranties and conditions of merchantability, whether express, implied or statutory, fitness for a particular purpose, title and non-infringement. Nothing written here constitutes legal or business advice. Readers with specific questions are advised to seek an appropriate credentialed authority to address their issues.

## Appendix 5 – Parliamentary Procedure Guide Poster

### PARLIAMENTARY PROCEDURE

A quick guide for Olympia’s Bicycle & Pedestrian Advisory Committee

#### Guiding Principles

Every member has an equal voice.  
The group is the final authority.  
It’s ok to disagree.

---

#### DISCUSSIONS

- No one speaks twice until everyone has had a chance to speak once
- Members must be recognized by chair before speaking
- Members address the chair, not each other
- Members may address presenters directly once recognized by the chair.

---

#### MOTIONS

- Anyone can make a motion at any time after the chair has recognized them to speak
- Anyone can second the motion—don’t need to wait for chair’s recognition
  - *If no second, motion doesn’t proceed*
- Chair repeats the motion
- Motion gets discussed, if needed
- Motion can be amended
  - *Members discuss and vote on any amendments*
  - *Chair repeats motion as amended*

---

#### VOTING

- When discussion wanes...
- Chair clearly states motion (as amended, if it was)
- Vote
  - *“All in favor, say aye”*
  - *“All opposed, say no”*
- Chair states results of vote
  - *“The ayes have it and the motion passes”*
  - *“The noes have it and the motion fails”*



## Appendix 6 – Preventing Illegal Email Meetings



### OPMA – ELECTRONIC COMMUNICATIONS

# Practice Tips FOR LOCAL GOVERNMENTS



These practice tips are intended to provide practical information to local government officials and staff about how electronic communications are treated under the Open Public Meetings Act (OPMA), [chapter 42.30 RCW](#). For more information and resources visit [mrsc.org/opma](http://mrsc.org/opma).

#### ELECTRONIC COMMUNICATIONS CAN CREATE AN ILLEGAL “SERIAL” MEETING

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by electronic means (email, chat, text message, or using social media), keep in mind that exchanges involving a majority of members of the governing body can be considered an illegal “meeting” under the OPMA.

#### What types of electronic exchanges can constitute a meeting?

If a majority of the members of the governing body takes “action” on behalf of the agency through email or other electronic means, that would constitute a meeting under the OPMA. “Action” under the OPMA includes mere discussion of agency business. The participants in the email or other electronic exchange don’t have to be participating in that exchange at the same time, because a “serial” or “rolling” meeting happens when a majority of the body are eventually involved in the exchange. However, the participants must collectively intend to meet to conduct agency business.



**Tips:** As a member of the governing body, consider the following to avoid potential OPMA violations:

- Passive receipt of information is permissible, but discussion of issues by any means by a majority of the governing body can constitute a meeting.
- A message to a majority or more of your colleagues on the governing body is allowed if the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to a majority of members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: “For informational purposes only. Do not reply.” Consider also using the “BCC:” email line to prevent other members from replying to all recipients.
- Unless for informational purposes only, don’t send an email to all or a majority of the governing body, and don’t use “reply all” when the recipients are all or a majority of the members of the governing body.
- Have a designated staff member provide documents for meetings electronically or provide hard copies to each member. A staff member can communicate via email with members of the governing body in preparation for a meeting as long as the staff member does not share any replies with the other members of the governing body as part of the exchange.

## PHONE CALLS AND VOICE MESSAGES CAN CONSTITUTE A MEETING

If a majority of the members of the governing body takes “action” through a series of phone calls or voice mail exchanges, that would constitute a meeting. Such a “telephone tree” occurs, for example, when members call each other to form a majority decision. These calls and messages can constitute a serial or rolling meeting if the members collectively intend to meet and conduct agency business.



**Tip:** Be on the look out for mixed media. A conversation need not be held entirely in the same format for a rolling or serial meeting to occur. For example, an in-person conversation might be continued on by email and then transition to text messages or comments on a social media site.

## KEY EXCEPTION TO CALLING A SPECIAL MEETING

Under [RCW 42.30.080](#), a special meeting (in contrast to a regular meeting) may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. Because the statute says “at any time” we believe a majority of the members of the governing body can confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting. This includes conferring for that purpose via phone or any electronic means.

## USE OF SOCIAL MEDIA CAN IMPLICATE THE OPMA

If members of the governing body use social media (e.g., through a Facebook page or Twitter feed) to host a discussion about issues related to the agency and the discussion includes comments from a majority of the members of the governing body, that discussion could constitute a public meeting under the OPMA. There’s no authority under the OPMA regarding what would constitute adequate public notice – if that’s even possible – for this kind of virtual meeting, so it’s best to avoid this type of discussion on social media.



**Tip:** Social media can be an effective tool to solicit comments from the public, but social media shouldn’t be used by your agency’s governing body to collectively formulate policy or accept public testimony.

## FAILURE TO COMPLY WITH THE OPMA CAN BE COSTLY

Violation of the OPMA can result in personal liability for officials who knowingly violate the OPMA and can invalidate agency actions taken at a meeting at which an OPMA violation occurred. Attorney fees and court costs are awarded to successful OPMA plaintiffs. OPMA violations can also lead to a loss of public trust in the agency’s commitment to open government.

**DISCLAIMER:** These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the OPMA. The tips aren’t intended to be regarded as specific legal advice. Consult with your agency’s attorney for guidance on specific situations.

## Appendix 7 – Open Public Meetings Act (OPMA) Overview



### OPMA – AGENCY OBLIGATIONS: A STARTING POINT

# Practice Tips FOR LOCAL GOVERNMENTS



The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance. For more information and resources visit [mrsc.org/opma](http://mrsc.org/opma).

#### BASIC REQUIREMENTS

- **All meetings open and public.** All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA ([RCW 42.30.030](#)).
- **Quorum.** Generally, a gathering of the members of a governing body is subject to the OPMA when a quorum (majority) of the governing body is in attendance with the collective intent to take action, which includes discussion or deliberation as well as voting ([RCW 42.30.020\(2\) & \(3\)](#)).
- **Attendees.** All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed ([RCW 42.30.040 & .050](#)).
- **No secret ballots.** Votes may not be taken by secret ballot ([RCW 42.30.060\(2\)](#)).
- **Adoption of ordinances.** Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid ([RCW 42.30.060\(1\)](#)).

POSITION IN AGENCY	REQUIRED TO COMPLY
Member of a governing body* <ul style="list-style-type: none"> <li>• City or Town Councilmember or Mayor*</li> <li>• County Commissioner or County Councilmember</li> <li>• Special Purpose District Commissioner/Board Member</li> </ul>	Yes Yes Yes
Member of a subagency created by ordinance or legislative act, e.g.: <ul style="list-style-type: none"> <li>• Planning Commission</li> <li>• Library Board</li> <li>• Parks Board</li> <li>• Civil Service Commission</li> </ul>	Yes Yes Yes Yes
Member of a committee <ul style="list-style-type: none"> <li>• Committees that act on behalf of (exercise actual or de facto decision-making authority for) the governing body, conduct hearings, or take testimony or public comment</li> <li>• Committees that are purely advisory</li> </ul>	Yes No
Agency staff	No, unless agency employee is a member of a committee that is required to comply

\* In a city with a "strong" mayor, the mayor does not count towards a quorum and is only subject to the OPMA when presiding over a council meeting or serving on a committee that is required to comply.

## PENALTIES FOR NONCOMPLIANCE

- **Actions null and void.** Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void ([RCW 42.30.060\(1\)](#)).
- **Personal liability.** Any member of a governing body who attends a meeting knowing that it violates the OPMA can be personally ordered to pay \$500 for the first violation and \$1,000 for any subsequent violation ([RCW 42.30.120\(1\)\(2\)](#)).
- **Agency liability.** Any person who wins a lawsuit against an agency for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with that legal action ([RCW 42.30.120\(2\)](#)).

## MEETINGS NOT SUBJECT TO OPMA UNDER [RCW 42.30.140](#)

- **Quasi-judicial proceedings.** Quasi-judicial proceedings are not subject to OPMA requirements. Typically, a city or county governing body is acting in a quasi-judicial capacity when it acts like a court as opposed to adopting policy. This happens in certain land use actions such as site-specific rezones, conditional use applications, variances, and preliminary plat applications. Other examples include the civil service commission when it is considering an appeal of a disciplinary decision and the LEOFF disability board when it is considering an application for disability benefits. 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.
- **Collective bargaining sessions.** Collective bargaining sessions with employee organizations are not subject to OPMA requirements and may occur in closed session without following OPMA procedures. This exemption applies to contract negotiations, grievance meetings, and discussions about the interpretation or application of a labor agreement or to that portion of a meeting when the governing body is planning or adopting its strategy during the course of any collective bargaining, professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings in progress.

**Note:** Jurisdictions may choose to conduct these proceedings in an open meeting despite the statutory exemption, although a jurisdiction cannot unilaterally mandate that collective bargaining negotiations occur at an open public meeting.

## OPMA TRAINING REQUIREMENTS

- Every member of a governing body of a public agency must complete training requirements on the OPMA 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 training at intervals of no more than four years as long as they remain in office ([RCW 42.30.205\(2\)](#)).

**DISCLAIMER:** These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel for guidance on specific situations.

## Appendix 8 – Electronic Communications – Tips & Tricks

### ELECTRONIC RECORDS – PRA AND RECORDS RETENTION











## Do's and Don'ts FOR LOCAL GOVERNMENTS



These Do's and Don'ts are intended to provide summary guidance related to use of electronic records and electronic devices in compliance with the Public Records Act (PRA) ([chapter 42.56 RCW](#)) and records retention law ([chapter 40.14 RCW](#)). For a more thorough analysis of these issues, please review our related guide: [Electronic Records – PRA and Records Retention Practice Tips](#), which can be found along with other information at our webpage: [Managing Electronic Records](#).

	DO	DON'T
<b>Agency Computer</b>	Do use your agency computer to conduct agency business. This allows your agency to retain records appropriately and locate such records in response to a PRA request.	Don't delete records from your agency computer (or any computer) unless you're certain the records aren't public records, or the records are past their required <a href="#">record retention period</a> . (If you have any doubt about deleting records, check with your agency's legal counsel.)
<b>Personal Computers</b>	Do use your personal computer to remotely access your agency's file server and email server (if your agency allows for such remote access).	Don't use your personal computer to conduct agency business unless you do so by accessing your agency's server(s) remotely. If that's not possible and you use your personal computer to conduct agency business, make sure that you: <ul style="list-style-type: none"> <li>• Retain all public records with retention value; and</li> <li>• Provide those records to your agency so the agency can retain the records appropriately and make them available if a PRA request is made for such records.</li> </ul>
<b>Agency Email Account</b>	Do use your agency email account to conduct agency business. This allows your agency to retain its records appropriately and to locate such records in response to a PRA request.	Don't delete emails sent or received from your agency email account unless you're certain the emails aren't public records, or the emails are past their required <a href="#">record retention period</a> . (If you have any doubt about deleting emails, check with your agency's legal counsel.)
<b>Personal Email Account</b>	Do forward any agency-related emails received on your personal email account to your agency email account. Do instruct the sender that you don't conduct agency business via your personal email account(s), and to send all emails related to agency business to your agency email address.	Don't use your personal email account for agency business, unless your agency doesn't provide agency email accounts. If you must use a personal email account for agency business, set-up a unique email account solely for agency business, clearly segregate agency-related emails from personal emails, and provide all agency-related emails to your agency so those records can be retained appropriately and made available if a PRA request is made for such records.

	DO	DON'T
<b>Texting or Chatting on Agency Devices and Personal Devices and Accounts</b>	 Do follow your agency policy related to texting and chatting. If your agency doesn't have a policy, make sure you're retaining all agency-related text messages for their full retention period. Remember that retention is based on content of the records, not its form. If you send or receive agency-related text or chat messages via a non-agency device, provide those messages to your agency so they can be retained appropriately and made available if a PRA request is made for such records.	 Don't text or chat in violation of your agency's policy. Don't use texting or chatting for agency-related business without a clear understanding of how those messages are being retained by the provider (e.g., phone company, software platform) and by your agency. Text and chat messages, like emails, can be public records that must be retained by your agency. Such records need to be provided if responsive to a PRA request; this is true even for text or chat messages on your personal phone or accounts.
<b>Voice Mail Messages on Agency Phones and Personal Phones</b>	 Do, if possible, capture all agency-related voice mail messages through an integrated voice mail and email system. If that's not possible, save voice mails with retention value through other means.	 Don't delete all agency-related voice mails once you have listened to them. Like email and text messages, voice mails can be public records that must be retained by your agency, and such records may need to be provided in response to a PRA request.
<b>Agency Social Media</b>	 Do try to post only secondary copies of content on agency social media sites. That way, the agency won't have to separately retain all of the content of the social media sites. If that's not possible, your agency should consider purchasing software that captures and archives social media sites. For guidance on selecting records management software, see MRSC's <a href="#">PRA and Records Management Technology Guide</a> .	 Don't set up and use an agency social media site, or edit and delete content on your agency's social media site(s), without first considering and complying with records retention and PRA requirements.
<b>Personal Social Media</b>	 Do follow your agency's policy related to use of personal social media. Do abstain from discussing agency business via your personal social media accounts. If you post or exchange agency-related communications via your personal site, make sure you comply with records retention and PRA requirements.	 Don't conduct agency business via your personal social media site. Agency-related records can be public records, subject to retention requirements and the PRA, even if the records are located on your personal social media site. If you're an incumbent elected official who is a candidate, don't mix your election activities with agency business via use of social media.

DISCLAIMER: These Do's and Don'ts are meant to provide summary tips related to use of electronic records and electronic devices in compliance with the PRA and the records retention law. The tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney guidance on specific situations.

## Appendix 9 – OMC Polic 20 – Standards of Conduct

### POLICY 20

#### STANDARDS OF CONDUCT Revised 8/24

#### SECTION INDEX: Standards of Conduct

- 1 Purpose
- 2 Reference
- 3 Application
- 4 Guidance
  - 4.1 Prohibited Behavior
  - 4.2 Personal Appearance
  - 4.3 Vehicle Use
  - 4.4 Employee Identification
- 5 Forms
  - 5.1 [Outside Employment Form](#)

#### 1. PURPOSE

Employees of and volunteers for the City of are expected to fully perform the duties and responsibilities of their assigned positions in a manner that contributes to the achievement of the City's mission, and that is consistent with the City's values.

#### 2. REFERENCE

N/A

#### 3. APPLICATION

This Policy applies to all individuals employed by the City of Olympia or who serve in a volunteer capacity unless standards of conduct are established otherwise by contract or statute (e.g., civil service rules, union contract, individual contract, or memorandum of understanding). Departments are encouraged to adopt additional standards of conduct to enhance the operational effectiveness of the department provided the standards are consistent with this Policy.

Failure to comply with this Policy may result in disciplinary action up to and including termination from City service.

#### 4. GUIDANCE

##### 4.1. PROHIBITED BEHAVIOR

The following are examples of behavior or conduct that is not acceptable and is inconsistent with the City's general philosophy and values. The list below is intended to be illustrative rather than all inclusive. Employees shall not:

- a. Improperly use the employee's position for personal gain, engage in financial fraud, including the misappropriation or misuse of city funds or assets for personal gain or benefit.
- b. Solicit or coerce a contribution, response or action for political or religious purposes in the name of the City or while on duty, or to improperly use the employee's position for political or religious reasons.
- c. Be insubordinate to a supervisor, department director, the City Manager, or City Council Member.
- d. Display discourteous or disrespectful treatment toward a supervisor, department director, the City Manager, City Council Member, the public or a fellow employee.
- e. Lie to or intentionally mislead a supervisor, manager, or department director about a matter directly connected to the employee's job with the City.
- f. Lie or fail to cooperate during an authorized City investigation.
- g. Unlawfully harass, discriminate against, or retaliate against a member of the public, fellow employee, or City Council member.
- h. Commit assault or show inappropriate outward actions of anger.
- i. Bully others in the workplace. Such conduct will not be tolerated under any circumstances. Bullying is persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. Bullying does not include simple performance and/or behavioral correction, employee discipline, being subject to an investigation, being interviewed in the course of employment or other employment actions consistent with the need to protect all employees and to investigate misconduct in the workplace.
- j. Drive a City or personal motor vehicle on City business without the required driver licenses; drive said vehicle in an unsafe manner; drive said vehicle while under the influence of any substance that causes a hazardous or unsafe condition; fail to stop at or report an accident that the employee is involved in while on City business; or fail to notify their supervisor when involved in an

accident while on City business.

- k. If a CDL holder, fail to immediately report an on-duty accident to their supervisor and arrange to take the required drug/alcohol test as soon as possible after the accident.
- l. Gamble for items of value during working hours or on City premises.
- m. Engage in activities on or off duty that hinder the employee's ability to perform in their job capacity with the City;
- n. Commit or be convicted of a crime that brings discredit to the City or hinders the employee's ability to perform in their job capacity.
- o. Be inattentive to or derelict in their City responsibilities while on duty.
- p. Accept personal gratuities or presents designed to affect the City's response to the public or special interest groups whether or not an affect or influence actually resulted.
- q. Use City property or City services for personal use or take City equipment or property from City premises for personal use.
- r. Take City equipment or property from City premises without specific prior knowledge and approval by the department director or their designee.
- s. Use City-owned property including, but not limited to, buildings, offices, other real property and or fleet vehicles for personal activities, convenience or profit. City-owned property is provided solely for the employee to conduct approved City business and must be consistent with the City's policies and procedures.
- t. Take or use City-owned equipment, including, but not limited to; fleet vehicles; shop tools; FAX machines, printers, copiers, postage, office supplies, cameras, cell phones and laptops, for personal activities, convenience or profit. City-owned equipment is provided solely for the employee to conduct City business and such use must be consistent with the City's policies and procedures.
- u. Accept outside employment without the prior written approval of the department director. The department director shall not approve outside employment which detracts from the efficiency of the employee in their City work, conflicts with the interest of the City, would discredit the City or would prohibit the employee from performing extra duty required by City employment.

- v. Fail to follow the directions of a supervisor, department director, or the City Manager that are consistent with the employee's job description, the City's mission, vision, and values.
- w. Fail to satisfactorily perform assigned work, or to apply reasonable judgment or discretion in performance of a job assignment.
- x. Abuse or be wasteful of materials, property or work time.
- y. Fail to report to their supervisor when absent.
- z. Be habitually absent or tardy.
- aa. Discuss confidential City business with unauthorized persons.
- bb. Fail to follow established safety precautions.
- cc. Engage in other similar misconduct not specifically described above.

#### **4.2. PERSONAL APPEARANCE**

Employees are expected to dress for work in a manner that enhances their ability to perform assigned work and conveys an image of service and professionalism to client citizens. All employees are expected to be neat and clean in attire. Appropriate attire is determined by the nature of work performed, therefore, department directors have responsibility for establishing specific dress requirements within their department.

If an employee believes that certain dress, attire, or manners of grooming are necessary to adhere to sincerely held religious beliefs or practices, the employee should contact Human Resources and request an accommodation for their dress code or grooming standards.

#### **4.3. VEHICLE USE**

City vehicles are to be used for City business purposes with only de minimis personal use. When the City requires an employee to commute in a City vehicle, the vehicle may be used for de minimis personal use to and from work. Employees who use City vehicles will be subject to taxable fringe benefits for the commuting use unless specifically exempted by the Internal Revenue Service code. The City uses the "IRS Commuting Valuation Rule" in determining the value of commute use.

#### **4.4. EMPLOYEE IDENTIFICATION**

For benefit of the public and other City employees, all employees are encouraged to have at all times the official City of Olympia employee identification card on their person. Any employee who comes to the City Hall building at 601 Fourth Avenue

must have their City Identification to gain access to the building.

Other departments or buildings may have additional security or identification needs/requirements.

## 5. FORMS

### 5.1 *Outside Employment Form*

*Revision history:* July 2024; January 2023; February 2018; February 2017; May 2016; March 2015; October 2013. *Superseded:* Administrative Guideline “Standards of Conduct”.