

RESOLUTION NO. 665

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
ESTABLISHING THE PUBLIC SAFETY COMMISSION, REPEALING AND RESTATING  
RESOLUTION NUMBER 639**

WHEREAS, on May 5, 1997, the City Council determined the need to establish a permanent Public Safety Commission to guide and advise the City Council on matters of public safety; and

WHEREAS, the City Council wishes to be clear as to its expectations of the Public Safety Commission and established procedures by adopting a resolution which was followed by numerous resolutions that were repealed or amended; and

WHEREAS, to allow for improved consistency between commissions, clarity of expectations, and ease of administration, the City Council wishes to repeal and restate Resolution Number 639 and replace it with an updated resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:**

Section 1. Repealing and Restating. Resolution Number 639, establishing and governing the University Place Public Safety Commission, is hereby repealed and restated.

Section 2. Purpose and Mission Statement. The purpose of the Commission is to advise the City Council regarding public safety issues and, via the City, all Public Safety agencies serving the community, and to serve as a clearinghouse and forum through which businesses, groups, neighborhoods, apartment complexes, and citizens voice their public safety concerns and ideas. The mission statement is as follows: The Public Safety Commission will work collaboratively and proactively to address public safety concerns in University Place. Through City Council interaction and public education the Commission strives to promote and enhance public safety awareness to the citizens of University Place.

Section 3. Membership. There shall be eight (8) regular voting members of the Public Safety Commission and one alternate. The Commission shall be comprised of one representative recommended from each of the following: Police, Fire, School, Business, Youth, an alternate and eight (8) At-large representatives. The Police, Fire, School and Youth representatives will be Commission liaisons who will be active Commission participants, but non-voting members. The eight At-Large members including the Business and Multi-Family representatives will comprise the eight (8) regular voting members.

Section 4. Vacancies and Appointments. Appointments to the Commission, whether due to term expiration or resignation, will be by the City Council during a Special Council Meeting. Appointments of regular voting members shall follow the commission recruitment and appointment process established by Resolution Number 655, as may be subsequently amended.

Section 5. Term. Regular voting Commission members shall be appointed to four-year terms that shall expire on January 31. The youth representative term shall be up to one year. There are no term limits.

Section 6. Removal of Members. Members and liaisons may be removed by City Council motion. Positions shall be deemed vacated after a member is absent for 4 consecutive unexcused Regular Meetings or absent for more than 50% of the Commission meetings in a calendar year.

Section 7. Meeting Schedule and Public Meetings. The Commission shall meet on the third Thursday of each month at 6:00 p.m. at City Hall. Meetings held on a different date or time shall be

considered Special Meetings. Special Meetings will require notice of the meeting to be posted at the Fire Department, Library, City Hall, and faxed to the City's official newspaper. All meetings shall comply with the Open Public Meetings Act and be held in the City (not including training or site visits and field trips originating in the City). No Executive Session shall be noticed or held without the prior knowledge of the City Clerk and City Attorney. The City Clerk is responsible for assuring the posting of Commission meeting notices.

Section 8. Voting. A quorum is necessary to act on any matter before the Commission. Five (5) members of the Commission constitute a quorum. Any recommendation that a majority of the Commission believes should be forwarded to the City Council shall be so forwarded and shall include the minority opinion. All Commissioners present are required to vote. Failure to vote shall be deemed an affirmative vote. Commissioners may submit written comments for the record on an issue that will be voted on in their absence.


Section 9. Expenditures and Staff Support. Members shall serve without compensation. Any expenditure for the Commission shall be within the amounts appropriated for the purposes set by the City Council and approved in advance by the City Manager or Designee. Staff resource and support shall be as provided by the City Council in the Adopted Budget under the City Manager's authority.

Section 10. Organization. The Commission shall elect its own Chairperson and Vice-Chairperson. The Vice-Chairperson shall preside in the absence of the Chairperson. The Chairperson and Vice-Chairperson shall be voting members of the Commission. The Commission shall adopt rules for transaction of business, and shall keep a written record of its meetings, attendance, and recommendations. These records shall be public record and filed with the City Clerk. Sub Commissions and Ad Hoc Commissions shall only be created by City Council motion, through a request to the City Council.

Section 11. Conflict of Interest. Each voting member present shall vote on all questions put to the Commission unless a conflict of interest under state law is present.

Section 12. Effective Date. This resolution shall take effect immediately upon adoption.

**ADOPTED BY THE CITY COUNCIL ON DECEMBER 30, 2010.**

  
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Debbie Klosowski, Mayor

ATTEST:

  
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Emelita Genetia, City Clerk