

RESOLUTION NO. 719

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING
THE CITY COUNCIL RULE REGARDING COUNCIL COMMISSIONS**

WHEREAS, the City Council has created appointed advisory bodies who, at the Council's direction, review and make recommendations to the Council on matters of legislative policy in four important areas; and

WHEREAS, in preparing for the 2013 Council Commission appointment process, certain issues were noted with the appointment process and other aspects of the Council Rules relating to City Commissions; and

WHEREAS, with these amendments the Council desires to correct and clarify its rules regarding City Commissions to improve processes, records and provide greater public access and awareness of the roles and activities of City Commissions.


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

Section 1. Amendment. Section 5 of the Council Rules is amended to read as provided in the exhibit attached to, and incorporated in, this Resolution.

Section 2. Prior Resolutions Superseded. This Resolution supersedes and replaces in whole or pertinent part all prior resolutions, including 678 and 679 relating to the Council commission appointment process.

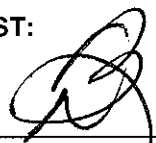
Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City Council.

ADOPTED BY THE CITY COUNCIL APRIL 15, 2013.



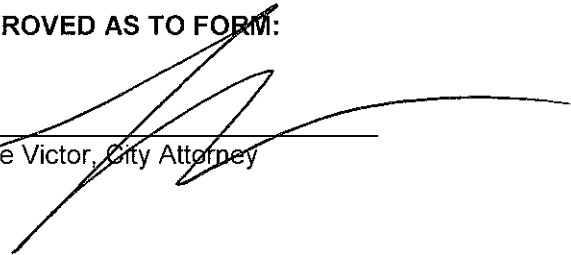
Ken Grassi, Mayor

ATTEST:



Debora Nicholas, Deputy City Clerk

APPROVED AS TO FORM:



Steve Victor, City Attorney

RESOLUTION NO. 719 - EXHIBIT

SECTION 5. CITY ADVISORY COMMISSIONS

The City of University Place's Commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Council in the decision-making process. Effective citizen participation is an invaluable tool for local government.

All City Commissions are advisory to the City Council and are not authorized to take independent action representing the City with other agencies or bodies.

- A. Establishment and Dissolution of Advisory Bodies. These advisory bodies will be established by City Resolution or Ordinance, if required by state statute. The enacting resolution or ordinance will set forth the size of each advisory group, which will be related to its duties and responsibilities; the term of office of its members; a statement of its purpose and function; and time lines, if relevant to the scope of work. The Council may dissolve any advisory body that, in their opinion, has completed its working function, or for any other reason.
- B. Appointments to Advisory Bodies. In conformance with State law, interviews of applicants and appointments to advisory bodies will be made by the Mayor. In considering appointments, the Mayor may interview applicants as he or she deems necessary and will confer with the City Attorney and Police Chief regarding any applicant criminal history disclosed by a background check. The Mayor's appointments will be reviewed for confirmation by the City Council during a Special Meeting. The Council, by majority vote, may choose to interview all of the Mayor's appointments to any commission, or all commissions.

Vacancies may be advertised so that any interested citizen may submit an application. Application process shall begin in October of each year. Applicants are urged to be citizens of the City of University Place, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body. As a condition of application, all applicants must consent to a criminal background check.

All new candidates for appointment to an advisory commission must attend at least one meeting of the commission to which they seek appointment. Current Commissioners seeking re-appointment shall submit an updated application. If the Mayor so requests, the current Chairperson and Vice Chairperson of a commission will interview applicant(s) for their respective commissions, and submit a list of top three strengths, specific skills or background for each candidate, as well as any qualification limits that may prove helpful for appointments to that commission.

All Council interview questions shall be approved by Human Resources and shall be asked of each new candidate. Previous members seeking re-appointment may be asked a different set of questions due to their prior service on the Commission. After review and interviews, if any, the City Council by vote may affirm or reject any of the Mayor's appointments. In the event an appointee is rejected, the Mayor in his or her discretion may appoint another existing applicant, or re-advertise the position. This process may continue for each open position until the City Council has affirmed a Mayoral appointment for each open Commission position. Appointments are confirmed individually. The Council need not confirm the Mayor's entire roster of appointments for any commission, but may proceed with confirmation of all acceptable appointments.

Newly appointed members will receive a briefing by the City Commission support staff regarding duties and responsibilities of the members of the advisory body. Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

All Commission appointments continue until a successor is appointed and confirmed, or until resignation or removal.

- C. Conduct of Business. All Commissions will operate according to the City Council rules of procedure and conduct themselves fully in accordance with the Washington State Open Public Meetings Act, provided that each Commission may determine the number of meetings necessary for the business needs of the advisory group, unless otherwise established in the enacting resolution or ordinance.
- D. Direction and Reporting. The City Council will give all formal directions and approvals to all commissions through written resolution of the Council. Any reports, recommendations, work plans or other matters that Commissions desire to bring before the City Council will be initiated by a written request from the Commission, and calendared for a particular City Council meeting date through the City Council's established agenda process.