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ORDINANCE NO. 848

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK AMENDING CHAPTER 22 OF TITLE 2 OF THE LAKE FOREST PARK MUNICIPAL CODE, ENTITLED "VOLUNTEER COMMISSION SYSTEM."

Whereas, the City Council and the Mayor of the City of Lake Forest Park place a high value on citizen participation in municipal government and affairs; and

Whereas, the City Council and the Mayor have diligently promoted citizen participation in municipal affairs; and

Whereas, the City Council has established a "Volunteer Commission System" to provide a structured forum for citizen participation in municipal government and affairs; and

Whereas, the City Council upon the recommendation of the Mayor has concluded that certain revisions to the ordinance establishing the "Volunteer Commission System" will clarify the role of citizen participants and provide more flexibility with respect to administering that system;

Now, Therefore,

THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 22 of Title 2 of the Lake Forest Park Municipal Code is amended as follows:

Sections:

- 2.22.010 Title.
- 2.22.020 Commission role and duties.
- 2.22.030 Commissions established.
- 2.22.040 Staffing.
- 2.22.050 Annual commission work cycle.
- 2.22.060 Commission chair.
- 2.22.070 Commission membership – Terms and nominations.
- 2.22.080 ~~Commission term staggering~~ Attendance.
- 2.22.090 ~~Rules~~ Commission term staggering.
- 2.22.100 ~~Quorum—Deciding majority~~ Rules .
- 2.22.110 ~~Minutes~~ Quorum – Deciding majority.
- 2.22.120 ~~Compensation—Political affiliation~~ Meeting Summary
- 2.22.130 Compensation – Political affiliation.

1 2.22.010 Title.

2 This chapter shall be titled as the “volunteer commission system” and this chapter shall be known
3 as the new commission code. (Ord. 701 § 1, 1997)

4
5 2.22.020 Commission role and duties.

6
7 A. Duties of commissions shall include:

8
9 1. Review and recommend policies;

10
11 2. Provide program ~~oversight~~ evaluation;

12
13 3. Provide budget input during the budget building process;

14
15 4. Serve as a forum of community input for specific program areas; and

16
17 5. Provide program management or development and assistance for projects that do
18 not have adequate city staff with the permission of the mayor. These duties shall be performed for
19 their related program area responsibility specified in this chapter or as referred to the commission
20 by the city council. The city council may also request the mayor to have the commissions perform
21 additional duties ~~specify additional duties for a commission to perform by motion or resolution.~~

22
23 B. Commissions may be created when mandated by state law or when long term planning of five or
24 more years is necessary to implement the comprehensive plan’s policy area as determined by the city
25 council.

26
27 C. Task forces may be created on a temporary basis to deal with a specific policy area or issue. Such
28 task forces may be created by a commission with the consent of the mayor, by the mayor, or the
29 council ~~or a commission. Joint special committees made up of members of two or more commissions~~
30 ~~may also be created for addressing short term projects relating to overlapping program areas.~~

31
32 D. ~~City services and departments are to be related to an appropriate commission for citizen input and~~
33 ~~program oversight related to citizen comments. (Ord. 701 § 2, 1997) The mayor shall insure the~~
34 ~~production of a Commissioner's Manual establishing standards, procedures, rules and guidance for~~
35 ~~adoption by the City Council by resolution.~~

36
37 2.22.030 Commissions established.

38
39 ~~The following~~ Commissions are established ~~that meet the requirements of LFPMC 2.22.020(D) and~~
40 ~~their associated and assigned~~ program area responsibilities ~~are~~ as follows:

41
42 A. Planning Commission. The Planning Commission shall ~~Consolidating~~ participate in the city’s
43 comprehensive planning process ~~including planning coordination, preparing and updating the~~
44 ~~comprehensive plan; land use, transportation, housing, economic development, utilities, public~~
45 ~~works and~~ perform other duties as required by state law.

46
47 B. ~~Board of Adjustment. Hearings for variances and permits as required by RCW 35A.63.110 and~~

1 Chapter 2.26 LFPMC.

2
3 ~~CB~~ Human Services Commission. Social and health services and related programs.

4
5 ~~DC~~ Public Safety Commission. Criminal justice, police and emergency services.

6
7 ~~ED~~. Parks and Recreation Commission. Active and passive parks, recreational programs, arts
8 and other cultural activities, recreational facilities.

9
10 ~~FE~~. Environmental Quality Commission. Environmental, hy sensitive area ~~management and~~
11 ~~planning~~, open space, ~~surface water drainage~~, riparian zones and other issues effecting the ecosystem
12 of the city.

13
14 ~~G. Library Commission. Library services.~~ Economic Development Commission. Business and
15 economic sustainability.

16
17 ~~H G.~~ Civil Service Commission. Police personnel as required by state law. The additional duties of
18 this commission shall be defined in the civil service code of the city. (Ord. 701 § 3, 1997)

19
20 2.22.040 Staffing.

21
22 ~~A. City staff are to be assigned to all commissions to provide minutes of meetings.~~ At the direction
23 of the mayor, the city administrator shall have oversight for staffing of the Commissions.

24
25 ~~B. Utilization of the city staff will be as defined in the approved commission work plan. Work~~
26 ~~requests of designated city staff are to be made by the commission chair or vice chair. Work requests~~
27 ~~which are not in the approved commission work plan must be approved by the mayor.~~

28
29 ~~C B.~~ City staff will provide professional support which ~~would~~ may include writing drafts of findings
30 and recommendations on matters where appropriate for the board of adjustment. ~~The board of~~
31 ~~adjustment may reserve the right to draft its own written work on a case by case basis. The ongoing~~
32 ~~financial impact of implementing this staffing requirement shall be reviewed by the city council in~~
33 ~~the budget process. (Ord. 701 § 4, 1997)~~

34
35 2.22.050 Annual commission work cycle.

36
37 ~~A. Annual work plans are required from each commission.~~ Work Plans are to be shared and
38 reviewed with the city council and approved by the mayor in accordance with the schedule
39 established in the Commissioner's Manual. ~~Coordinated with the budget development process, the~~
40 ~~work plans are to be submitted for approval to the mayor by June 30th. The approved work plan~~
41 ~~shall be referred to the city council. The commission will present the work plan to the city council~~
42 ~~prior to August 31st. The council will approve or make changes to the work plan as it relates to~~
43 ~~budget or city policies by December 31st or upon adoption of the budget. The approved work plan~~
44 ~~will be implemented January 1st for the next calendar and fiscal year. The work plan will include~~
45 ~~staffing requirements and authorizations by the mayor.~~

46
47 B. Each commission will provide the mayor and city council a written annual report ~~in a format~~

1 provided by the administration, with advice from the council, if any, by February 1st of each year.
2 The commission chair shall present the report ~~before~~ to the city council in accordance with the
3 schedule established in the Commissioner's Manual ~~no later than April 1st of each year.~~ (Ord. 701
4 § 5, 1997)

5
6 2.22.060 Commission chair.

7
8 A. The mayor shall appoint the Commission Chair according to the procedures in the
9 Commissioner's Manual. ~~During the month of April, each commission shall nominate a~~
10 ~~commissioner to be appointed by the mayor as chair. The mayor may appoint the nominee or meet~~
11 ~~with the commission to discuss other nominees. If after meeting with the commission, the mayor and~~
12 ~~the commission are unable to reach an agreement on the selection of a chair, then the mayor shall~~
13 ~~select and appoint the chair from any commissioner serving on the commission. The appointment~~
14 ~~shall be completed by May 10th of each year. The civil service commission's nomination does not~~
15 ~~require the mayor's approval in accordance with state law.~~

16
17 B. The chair shall serve a one-year term and may be reappointed according to the procedures in the
18 Commissioner's Manual. Mid-term vacancies shall also be filled using the same process. ~~A~~
19 ~~commissioner shall only serve as chair 36 months out of any 48 consecutive month period. Chair~~
20 ~~terms will begin upon appointment and end upon appointment of a new chair or not later than May~~
21 ~~10th of each year. Holdover appointments past May 10th are not authorized. The mayor will report~~
22 ~~annually to the city council the appointments of chairs by May 17th. The mayor shall use the same~~
23 ~~process for chair appointments due to mid term vacancies and shall notify the city council of his~~
24 ~~appointment within 40 days of the beginning of a vacancy.~~

25
26 C. Each commission shall elect its own vice-chair in accordance with the Commissioner's Manual.
27 (Ord. 701 § 6, 1997)

28
29 2.22.070 Commission membership – Terms and nominations.

30
31 A. The city shall create an annual commission appointment cycle in accordance with the
32 Commissioner's Manual, beginning with the appointment of all new commissioners on April 1st of
33 each year.

34
35 B. ~~Nominations by the mayor for commission vacancies are only to be made to the council within~~
36 ~~60 days of the projected vacancy(ies). Projected vacancies due to resignation require written notice~~
37 ~~from the commissioner to the mayor stating the date of resignation. All commissioners shall be~~
38 ~~confirmed by no less than four members of the city council prior to taking office except for civil~~
39 ~~service commissioners who do not require confirmation in accordance with state law.~~

40 C. All commissioner terms shall be three years except for civil service which shall be six years.
41 Terms shall be evenly staggered in accordance with the Commissioner's Manual.

42
43 ~~D. Commissioners are limited to two consecutive full term appointments. A one year break in~~
44 ~~service must occur before a new appointment is made to the same commission after the expiration~~
45 ~~of two consecutive full term appointments. This subsection shall only apply to appointments~~
46 ~~confirmed in 1997 and thereafter. The mayor and council may monitor and study whether limiting~~
47 ~~commissioner appointments to two consecutive full terms should be continued.~~

1
2 E. It is council policy that reappointment will not be considered automatic in the confirmation
3 process. Reappointment is based solely on the needs of the city and is to be a competitive process.
4

5 ~~F D.~~ 1. Commissioners must shall be residents of the city; ~~or~~
6 ~~2. Commissioners shall be~~ business owners or employees of businesses located in the City-Lake
7 Forest Park except that only one employee or business owner who does not concurrently meet the
8 requirements of subsection (F)(1) of this section may be a member of any one commission at one
9 time. ~~This subsection shall not apply to the~~ Planning and civil service commissioners must be
10 residents;
11

12 ~~3. A change of residency to outside of the city by a commissioner shall cause the mayor to~~
13 ~~immediately declare the position vacated; except, if the commissioner meets the requirements of~~
14 ~~subsection (F)(2) of this section and no other commissioner currently qualifies for the nonresident~~
15 ~~exception, then the commissioner may continue to serve. A commissioner serving who qualifies for~~
16 ~~the nonresident exception and who has a change of employment or ownership to outside of the city~~
17 ~~shall cause the mayor to immediately declare the position vacated.~~
18

19 ~~G E.~~ Balanced geographic representation of the city, consumer/citizen interests and professional
20 expertise on a commission should be a consideration for appointment to commission vacancies.
21

22 ~~H F.~~ Commissions shall consist of nine members except that ~~the board of adjustment shall be~~
23 ~~comprised of seven members and~~ the civil service commission shall have three members.
24

25 ~~I G.~~ The Commissioner's Manual shall establish an application process for consideration of
26 qualified applicants. A standard application and conflict of interest inquiry for commissioner
27 applicants shall be used by the administration. Commissioner applicants shall be provided with
28 commission information and member position description by the administration.
29

30 ~~J H~~ The Commissioner's Manual shall establish a process by which the mayor may remove a
31 commissioner for actions of malfeasance, neglect of duty, inefficiency, misfeasance, or criminal
32 conviction while in office. When a commissioner has been absent for 33 percent or more of regular
33 and special meetings in any six month period the city clerk will notify the chair and the mayor. The
34 chair will contact the commissioner and discuss the city's attendance expectations. If the member
35 desires to continue to serve, then the chair will notify the mayor in writing. The mayor will, at a
36 minimum, confirm the member's intention in a letter to the commissioner which will also include
37 a reminder of the 50 percent attendance requirement of this section.
38

39 ~~K.~~ Positions occupied by commissioners absent for more than 50 percent of regular and special
40 meetings in any six month period shall be declared vacated by the mayor. Such declarations should
41 be made within seven days after such a determination. The commission chair, mayor, commissioner
42 and city council shall be provided written notice by the city clerk. The city clerk shall be responsible
43 for compiling records of commissioner attendance from meeting minutes.

44 ~~L.~~ The mayor may request removal of a commissioner for actions of malfeasance, neglect of duty,
45 inefficiency, misfeasance, or criminal conviction while in office. A hearing before the city council
46 on a request for removal shall be required. The commissioner shall be notified by certified mail
47 fourteen days in advance of such hearing and will be provided an opportunity to speak according

1 to the rules of the council. Proof of mailing to the commissioner's residence shall constitute notice.
2 The commissioner may be removed by vote of no less than four members of the city council. (Ord.
3 701 § 7, 1997)

4
5 2.22.080 Commission term staggering Attendance.

6
7 The Commissioner's Manual shall provide for attendance standards that at a minimum meet
8 the following:

9
10 A. For commissions meeting regularly twelve (12) or more times per year, attendance will
11 monitored and assessed in six month periods from April 1 to September 31 and October 1 to March
12 31.

13
14 1. In the event a commissioner is absent fifty percent or more of the regular meetings
15 ins a six month period, the mayor will contact the commissioner and encourage more active
16 participation.

17
18 2. If a commissioner is absent for fifty percent or more of any second month period
19 during that commissioner's term, the mayor will assume there is a vacancy on the commission, and
20 a new appointment process may begin.

21
22 B. For Commissions meeting less the twelve (12) time per year, attendance will be monitored
23 in twelve month periods beginning on April 1.

24
25 1. In the event a commissioner is absent fifty percent or more of the regular meetings
26 ins a twelve month period, the mayor will contact the commissioner and encourage more active
27 participation.

28
29 2. If a commissioner is absent for fifty percent or more of any second month period
30 during that commissioner's term, the mayor will assume there is a vacancy on the commission, and
31 a new appointment process may begin.

32
33 2.22.090 Commission Term Staggering

34
35 A. The following table shall set the terms for all commissions established by position number,
36 number of commissioners and length of term. Holdover appointments are not allowed except by
37 consent of the city council for a specified period ~~no longer than 90 days~~. All terms expire on March
38 31st of the designated year.

39

Position	Term Ending	Term Ending	
Number	(3 Yr.)	(6 Yr.)	
(9) (7) (3)			
1	1	1	March 31, 1998 March 31, 1999
2	2		March 31, 1998
3			March 31, 1998
4	3	2	March 31, 1999 March 31, 2001
5	4		March 31, 1999

1	6			March 31, 1999	
2	7	5	3	March 31, 2000	March 31, 2002
3	8	6		March 31, 2000	
4	9	7		March 31, 2000	

5
6 B. After the expiration of the term for the designated position in subsection A a new term shall be
7 started at three-year intervals ~~for three-year terms and at six-year intervals for six-year terms~~. The
8 ~~columns in subsection A under position number shall correlate to the number of members required~~
9 ~~for a commission and their correlated position number~~.

10
11 ~~C. Members of the environmental quality commission, human services commission, and park~~
12 ~~commission currently serving at the time of adoption of the ordinance codified in this chapter shall~~
13 ~~be administratively placed in position by the mayor which correlates to the year which their term~~
14 ~~would have expired under the repealed code. Confirmation by the council of this action is not~~
15 ~~required provided the commissioners were confirmed under the former code.~~

16
17 ~~D. Members of the planning commission confirmed and serving at the time of adoption of the~~
18 ~~ordinance codified in this chapter shall be placed in the following positions:~~

19 ~~Commissioners with Position~~
20 ~~terms ending in year number~~

21	2002—9
22	2001—8
23	2000 with shortest tenure on commission—7
24	2000 with longest tenure on commission—6
25	1999—5
26	1999—4
27	1998—3
28	1998—2
29	1997—1

30 ~~Placement of commissioners in positions by name shall be administratively performed by the mayor~~
31 ~~as required in this section.~~

32 ~~E. Members of the library commission confirmed and serving at the time of adoption of the~~
33 ~~ordinance codified in this chapter under the provisions of city council Resolution No. 66 shall be~~
34 ~~placed in the following positions:~~

35 ~~Commissioners with Position~~
36 ~~terms ending in year number~~

37	2001—9
38	2000—8
39	1999 with shortest tenure on commission—7
40	1999 with longest tenure on commission—6
41	1998—3
42	1998—2
43	1997—1

44 ~~Placement of commissioners in positions by name shall be administratively performed by the mayor~~
45 ~~as required in this section. (Ord. 701 § 8, 1997)~~

46
47 2.22.090 100 Rules.

1
2 Commissions shall ~~adopt~~ abide by rules of procedure consistent with state law, LFPMC, the
3 Commissioner's Manual, and city council rules to guide ~~its~~ their activities. (Ord. 701 § 9, 1997)

4
5 2.22.400 110 Quorum – Deciding majority.

6
7 A majority of the membership of a commission shall constitute a quorum for the transaction of
8 business. Any action taken by the majority of those present, when those present constitute a quorum
9 at any regular or special meeting of a commission shall be deemed and taken as the action of the
10 commission. (Ord. 701 § 10, 1997)

11
12 2.22.410 120 ~~Minutes~~ Meeting Summary.

13
14 ~~A summary will be made. Minutes are taken~~ of each commission meeting and copies ~~are~~ distributed
15 ~~in accordance with the Commissioner's Manual to each commission member, the mayor, city~~
16 ~~councilmembers and the library.~~ (Ord. 701 § 11, 1997)

17
18 2.22.420 130 Compensation – Political affiliation.

19
20 Members of a commission shall serve without compensation except for authorized expenses.
21 Members of commissions are selected without respect to political affiliation. (Ord. 701 § 12, 1997)

22
23 **Section 2.** Effective Date.

24
25 This ordinance shall take effect after publication and posting as provided by law.

26
27 PASSED BY A MAJORITY VOTE of the members of the City of Lake Forest Park City
28 Council this ____ day of _____ 2001, and signed into authentication this ____ day of
29 _____, 2001.

30
31 APPROVED:

32 _____
33 David R. Hutchinson, Mayor

34 Attest:

35
36 _____
37 City Clerk

38
39 First Reading _____

40 Second Reading _____

41 Final Action _____

42 Posted _____

43 Published _____

44
45
46
47 On the ____ day of _____, 2001, the City Council of the City of Lake Forest

1 Park, Washington, passed Ordinance No._____. A summary of the content of said
2 ordinance, consisting of the title, provides as follows:

3
4 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
5 LAKE FOREST PARK AMENDING CHAPTER 22 OF TITLE 2 OF
6 THE LAKE FOREST PARK MUNICIPAL CODE, "ENTITLED
7 VOLUNTEER COMMISSION SYSTEM."
8

9 The full text of this Ordinance will be mailed upon request.

10
11 DATED this ____ day of _____, 2001.
12
13

14 _____
15 CITY CLERK
16