

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2409

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
AMENDING SNOHOMISH MUNICIPAL CODE CHAPTER 2.06
“UNIFORM POLICIES FOR BOARDS AND COMMISSIONS”
PROVIDING FOR SEVERABILITY AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City has adopted Uniform Policies for Boards and Commissions, which are set forth in Chapter 2.06 of Snohomish Municipal Code; and

WHEREAS, the current code no longer accurately reflects the boards and commissions that serve the City; and

WHEREAS, the City Council finds that SMC Chapter 2.06 requires updating to reflect the current board and commissions that serve the City of Snohomish and establish Council expectations;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SMC 2.06 entitled “Uniform Policies For Boards and Commissions” is hereby amended by to read as follows:

2.06.010 Purpose

The purpose of this chapter is to establish uniform policies for City boards and commissions and to establish a process for review to ~~insure~~ **ensure** that the organization is efficient and non-bureaucratic. It is further to assure public access to all meetings of such boards and commissions.

It shall also be a statement of the Council that all committees are creatures of the legislative body and shall not be deemed independent or autonomous to the legislative body.

- A. All committees of the City of Snohomish shall be created by Ordinance of the City Council and shall contain a statement of purpose and need.
- B. There shall be only four types of committees in the City of Snohomish and they shall have following purposes:
 - 1. *Standing Committees*. Such Committees are established to conduct business delegated by the legislative body (City Council) and may be authorized by separate state statute or City ordinance. Examples of a standing committees ~~are~~ **is** the Planning Commission. ~~and civil service commission.~~

2. *Special Committees.* Such Committees are to investigate a special subject and report back to the City Council. An example is the Midtown Planning Commission ~~Commission on Arts and Culture.~~
3. *Citizen Advisory Committees.* Such Committees are to promote citizen, community member, property owner and business owner participation on a particular subject or function. An example is the Public Safety Commission ~~Citizens Police Advisory Board.~~
4. *Council Committees.* A Councilmember shall chair Council Committees and serve the purposes established by Title 35A, RCW.

2.06.015 Application

This chapter shall apply to all boards and commissions created and/or regulated by the City.

- A. Every odd numbered year, unless prohibited by state statute, the City Council shall discuss and reauthorize committees of the City, as it deems appropriate. If there are no changes to the purpose and need of a board or commission, ~~A~~ a reauthorization resolution shall state reaffirm the current purpose and need for the committee, and may include Termination of or changes in the purpose and need as contained in the original authorizing ordinance require an amending ordinance.
- B. The City Council may determine that a committee no longer is needed to provide advice to the Council, or to provide for an operational need of the organization and in such case, the City Council may choose to not reauthorize the committee. An ordinance repealing the original authorizing ordinance shall be placed on the Council agenda for formal action.
- C. The City Council may exempt specific standing committees from provisions of this Chapter.
- D. For the purpose of implementing this chapter, the review schedule should be every two years beginning with ~~1999~~ 2021 and then on each successive odd numbered year:

Arts Commission	January 1
Board of Appeals-Lodging Tax Advisory Commission	January 1
Civil Service Commission	March 1
Planning Commission	March 1
Design Review Board	March 1
Park and Recreation Board	July 1
Citizens Police Advisory Bd. <u>Public Safety Commission</u>	July 1
Library Board of Trustees	July 1
Economic Development Committee	September 1
Youth Council	September 1

2.06.020 Attendance Policies – Termination and Replacement

~~The Clerk’s Office will publish an annual list of regular meetings for each Board and Commission member and a list of available meeting locations by first of January each year.~~

All board and commission members shall attend at least 75 percent of all regularly scheduled meetings in any calendar year. The only exception to this attendance policy is for the Lodging Tax Advisory Commission Board of Appeals, which meets only once a year when there is an appeal filed with the City. No differentiation shall be made between excused and unexcused absences of board or commission members. Members who do not attend at least 75 percent of all regularly scheduled meetings in any calendar year will be notified by the Mayor in writing. Such failure to attend meetings may be deemed neglect of duty, malfeasance, or interruption or interference with the performance of official duty, and may subject the offending board or commission member to replacement or termination, at the discretion of the City Council. City Staff representatives to each board and commission will be responsible for preparing the annual attendance reports which will be submitted to the City Clerk by September 1 each year. Board and commission members who do not attend at least 75 percent of all regularly scheduled meetings in any calendar year will be notified by the Mayor in writing by September 15 of each year. Failure to attend 75 percent of regularly scheduled meetings may result in removal by the Mayor.

2.06.030 Residency Requirements

The majority of all board and commission members must live within the City limits. ~~Members of the Civil Service Commission are required to be City residents as set forth in RCW 41.12.030.~~ These residency requirements shall commence immediately. Current board and commission members who do not fulfill the residency requirements shall be allowed to finish their current terms but will not be eligible for reappointment. If a board or commission member moves out of the area, that member is no longer eligible to serve. Exceptions to the above regulations are listed in section 2.06.035.

2.06.035 Exceptions to the Residency Requirements

- A. Members of the Planning Commission and the Parks and Recreation Board must live within the City's urban growth boundary as defined by the most current adopted Community Development Plan Map.
- ~~B. The majority of the Library Board of Trustee members must live with the City's Library Capital Facilities Area;~~
- ~~D. The members of the Board of Appeals will have no residency requirements, but are eligible for membership based on their knowledge, experience and ability to provide informed and impartial decisions.~~
- B E. Membership on the Design Review Board, because of the expertise required to perform the duties of the Board, shall be limited to those with an interest in the City as a result of either living, working, owning property or business, and/or belonging to one of the City's civic organizations.

2.06.040 Meeting Location

The City Council will designate meeting locations for its boards and commissions at the beginning of each year.

2.06.040 Membership

The Mayor and Council shall seek to appoint persons who possess qualities of impartiality and broad judgment, and an ability to reconcile conflicting viewpoints. The Mayor shall strive to maintain a diverse representation of membership within a commission.

2.06.050 Membership - Vacancy.

Vacancies on a board, committee, or commission shall be filled in the same manner as original appointments and shall be made for the remainder of the term of the member being replaced. Application notice to fill vacancies shall be posted to the community within two weeks of vacant positions, or as soon as practicable after notice of the vacancy. The Mayor shall make an appointment from qualified applicants within two months of vacancy, or longer with Council approval. All members shall conform to the attendance requirements set fourth in SMC 2.06.020, and may be replaced or terminated in accordance with that section.

2.06.060 Membership – Appointment.

All boards, committees, and commissions shall have members appointed by the Mayor subject to Council confirmation; provided that Council members have an opportunity to review the application of the Mayor’s appointee prior to the meeting at which the Council is to confirm the appointment.

2.06.070 Council Liaison

Each Council committee shall have at least one, but no more than three, Council members appointed as a liaison. The liaison is to act as the primary two way communication channel and establish and nurture a working relationship between council and board, commission, or committee for their mutual benefit.

Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 3. Effective Date. This ordinance shall take effect five days after the date of its publication by summary and passage.

ADOPTED by the City Council and **APPROVED** by the Mayor this 19th day of January, 2021.

CITY OF SNOHOMISH

By John T. Kartak
John T. Kartak, Mayor

ATTEST:

By Brandi Whitson
Brandi Whitson, Deputy City Clerk

APPROVED AS TO FORM:

By Grant Weed
Grant Weed, City Attorney

Date of Publication: January 23 2021

Effective Date: January 28 2021