

## FOR INFORMATIONAL PURPOSES ONLY

This document was created to help the discussion on amending the Town of Steilacoom Board Resolution #969 creating the Parks and Community Services Advisory Board. On completion this will be submitted to Mayor Dick Muri for review and for Town Council action.

In this document there is a copy of Resolution # 969 and parts of Resolution # 887 (establishing the Public Works Advisory Board). There is also a copy of Issaquah Municipal Code 18.03.500 creating an Environmental Board.

There areas highlighted in yellow followed by an item number. These are items that there are questions about and need discussion. Area highlighted in red are no longer applicable.

This was created by  
Jim Burke  
Interim Chair  
Parks and Community Service Advisory Board  
8/30/2021

### RESOLUTION NO. (#1)

A RESOLUTION OF THE TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON, PROVIDING FOR THE ESTABLISHMENT AND OPERATION OF A PARKS AND COMMUNITY SERVICES(#2) ADVISORY BOARD(#3) AND REPEALING RESOLUTION NO. 969(4)

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STEILACOOM, PIERCE COUNTY, WASHINGTON:

Section 1. Establishment. There is established an Advisory Board(#3) for the purpose of advising the Mayor(#5) regarding parks and community service issues, policies and procedures as they relate to the community(#6). The Board will also assess the social service needs of the community(#7) including the low income population and recommend program development and coordination of existing services(#7) to meet those needs. The Board shall act through the Recreation Director(#8) who will provide staff support and coordination to this Board.

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Section 2. Members Appointment - Removal. The Board shall consist of a minimum of seven (7) and a maximum of eleven (11) members appointed by the Mayor, one (1) of which will be a youth. Members will **serve staggered terms of two (2) years(#9).**

The unexcused absence from three consecutive meetings by a member of the Board shall result in removal of that member.

Section 3. Member Qualifications. The Advisory Board shall reflect a

spectrum of viewpoints in performing its function. The Board shall consist of members chosen from the Steilacoom area who are interested in our parks and community service programs and issues **and who represent a variety of age groups, genders, income levels and ethnic backgrounds(#10).** The Board shall consist of one (1) member from each of the neighborhood areas in Town and may include up to two members who reside outside of the Town of Steilacoom but within the Steilacoom Historical School District #1 boundaries.(#11)

Section 4. Members - Voting. Each member of the Board shall be entitled to one (1) vote. **The Director and supporting staff will be ex-officio members of the Board and not entitled to vote(#8).**

Section 5. Meetings. The Board shall meet once a month or as scheduled. All meetings of the Board shall be open to the public. A **Chairperson(#12)** shall be selected by the members for a one (1) year term of office. Record of the minutes of all meetings shall be maintained by the **Director(#8)** who will create agendas and special documents for the Board.

### **Section 6. Responsibilities. The Board responsibilities include(#6)**

1. Being proactive for Steilacoom's park and community service issues and needs;
2. Responding to Mayoral requests on Steilacoom's parks and community service issues;
3. Providing feedback to the **Mayor(#5)** from the community on park and community service issues;
4. Assisting in the development and review of Department goals, activities and outcomes;
5. **Serving as a sounding board and advising the Parks and Community Services Director and Staff;(#8)**
6. Identifying community park and recreation needs;
7. Assisting in the review and evaluation of park and community service related programs, services, facility plans and fees;
8. Reviewing the annual budget and work program;
9. Recruiting volunteers for park and community service needs, programs and events and encouraging community participation;
10. Attending regularly scheduled meetings;
11. Participating on an assigned subcommittee of the Board.

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### **Public works advisory board duties(#6)**

Section 5. Duties of the board.

- (a) Duties of the Board shall include, but not be limited to, the following:

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(1) To advise and make recommendations to the Mayor, Town Council, Town Administrator and Director of Public Works concerning resource conservation and public works projects relating to all utilities and streets.

(2) To enhance public works-community relations and to serve as a liaison between the Public Works Department and the community;

(3) To review and make recommendations concerning Public Works policies, procedures and programs, including the budgetary implications thereof;

(4) To promote public awareness of the Town's public works services, operations and programs;

(5) To hold public meetings from time to time to solicit public input regarding public works operations and programs.

(6) To review and make recommendations concerning the construction, development and purchase of public works facilities and equipment; and

(7) To review and make recommendations concerning such other and further matters as may be referred to the Board from time to time, by the Mayor, the Town Council, the Town Administrator or the Director of Public Works.

(b) Notwithstanding the broad powers of the Board under subsection (a) of this section, the Board shall have no power or authority to investigate, review or otherwise participate in matters involving specific public works personnel or official public works related matters.

### Environmental advice duties (#13)

### Example for the City of Issaquah

## ENVIRONMENTAL BOARD

### About

Created in 2020, the objective of the Environmental Board is to protect, preserve and enhance the natural environment and take action on climate change to reduce its impacts by advising the Mayor, City Council and City departments on the City's plans, policies, regulations and programs related to environmental stewardship.

18.03.500 Creation of Environmental Board – Objective. There is hereby created an Environmental Board. The objective of the Environmental Board is to protect, preserve and enhance the natural environment and take action on climate change to reduce its impacts by advising the Mayor, City Council and City departments on the City's plans, policies, regulations and programs related to environmental stewardship.

Section 7. Compensation. No member of the Board shall receive compensation for services performed.(#14)

Section 8. Repeal. Resolution No. 969 PASSED THIS 16th DAY OF FEBRUARY, 1999

1. New Resolution number
2. Possible name change could include
  - a. Parks
  - b. Community Service
  - c. Public Works?
  - d. Environment/Sustainability

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3. Possible change
  - a. Board
  - b. Community
4. Resolution 969 is being repealed
5. Who should the Board advise?
  - a. Mayor
  - b. Town Counsel
  - c. Town Administrator/Director Public Works
  - d. Town citizens
6. What should be the duties/responsibilities of the Board and what duties/responsibilities of the former Public Works Advisory Board should be included.
7. How will the Board assess social service needs? Are there funds to do that with? What services and programs are available for low-income population? Should this community service component continue in the new resolution?
8. There is no Recreation Director.
9. How is this staggered term organized?
10. How is this operationalized?
11. Is this still relevant? Can it be operationalized?
12. Should we add a vice chair?
13. Should we add to our duties advising on environmental issues
14. Should we add this about compensation. This was on both the public works and public safety advisory board's resolution