

ORDINANCE NO. 3588

AN ORDINANCE of the City of Port Angeles, Washington, amending Chapter 2.40, 2.68 and establishing a new Chapter 2.25 titled General Provisions of Boards and Commissions, revising term expiration dates for terms of various advisory boards and commissions of the Port Angeles Municipal Code.

THE CITY COUNCIL OF THE CITY OF PORT ANGELES DOES HEREBY  
ORDAIN as follows:

**Title 2    ADMINISTRATION AND PERSONNEL**

CHAPTER 2.02 - CITY COUNCIL  
CHAPTER 2.04 - COUNCIL MEETINGS  
CHAPTER 2.06 - CITY MEETING AND CUSTOMER SERVICE EXPENSES  
CHAPTER 2.08 - CITY TREASURER  
CHAPTER 2.12 - CITY ENGINEER  
CHAPTER 2.16 - FIRE DEPARTMENT  
CHAPTER 2.18 - HEARING EXAMINER  
CHAPTER 2.20 - POLICE DEPARTMENT  
CHAPTER 2.22 - CIVIL SERVICE SYSTEM  
CHAPTER 2.24 - EMERGENCY MANAGEMENT  
CHAPTER 2.25 - GENERAL PROVISIONS OF BOARDS AND COMMISSIONS  
CHAPTER 2.26 - PUBLIC SAFETY ADVISORY BOARD  
CHAPTER 2.32 - ~~RECREATION AND PARKS~~ PARKS, RECREATION, AND  
BEAUTIFICATION COMMISSION  
CHAPTER 2.36 - PLANNING COMMISSION  
CHAPTER 2.40 - PORT ANGELES FORWARD COMMITTEE  
CHAPTER 2.44 - CITY OFFICERS  
CHAPTER 2.48 - CEMETERY  
CHAPTER 2.52 - BOARD OF ADJUSTMENT  
CHAPTER 2.56 - RESEARCH AND LEGISLATIVE REPRESENTATIVES  
CHAPTER 2.60 - DISPOSAL OF SURPLUS REAL AND PERSONAL PROPERTY  
CHAPTER 2.64 - LEGAL REPRESENTATION FOR CITY OFFICIALS AND EMPLOYEES  
CHAPTER 2.68 - UTILITY ADVISORY COMMITTEE  
CHAPTER 2.70 - LODGING TAX ADVISORY COMMITTEE  
CHAPTER 2.72 - CODE OF CONDUCT  
CHAPTER 2.74 - INSPECTION OF PUBLIC RECORDS  
CHAPTER 2.76 - RISK MANAGEMENT AND SAFETY  
CHAPTER 2.78 - CITY OF PORT ANGELES CODE OF ETHICAL CONDUCT  
CHAPTER 2.80 - COMMUNITY FACADE AND SIGN IMPROVEMENT PROGRAM

Section 1. Chapter 2 of the Port Angeles Municipal Code is hereby amended by adding a new Chapter 2.25 establishing uniform procedures to the City's standing boards, commissions and committees to read as follows:

**Chapter 2.25 – General Provisions of Boards and Commissions**

2.25.010 - Purpose. The purpose of this chapter is to provide uniform procedures for the City's standing boards, commissions and committees.

2.25.020 - Application. The uniform procedures set out in this chapter apply to all City boards, commissions and committees that are created by ordinance or required by state law. Collectively, those boards, commissions, and committees may be referred to as "permanent committees". This chapter does not apply to ad hoc or temporary boards, commissions, or committees.

2.25.030 - Authorization. The City Manager is hereby authorized and directed to establish such rules and procedures as are appropriate to implement the provisions of this chapter.

2.25.040 – Terms. The term of office for every member of all permanent committees, shall start on March 1st of the year in which the appointment is made, and expire on the last day of February of the year in which the appointment will expire, provided that appointments to an unexpired term shall start as designated in the appointment, and expire on the last day of February of the year in which the appointment will expire.

2.25.050 – Process for Appointment. The process for selection and appointment of members of permanent committees shall be uniform for all permanent committees, except in instances where the process for selection of a member of the permanent committee is directed by state law. If state law directs the process and procedure for selecting members of a permanent committee, the City shall follow that process and procedure. In all other instances, the process in procedure for selecting members of permanent committees shall be as follows:

- a. Prior to the expiration of a term of a committee member, the staff to the committee, shall notify the committee member(s) and the City Clerk that the term(s) is expiring.
- b. The committee members or committee staff shall prepare a set of written questions to be directed to all applicants who apply to become members of the committee. The questions shall be written to assess the applicant's aptitude and suitability to carry out the work performed by the particular committee.
- c. Prior to the expiration of the member's term, or when a position is vacated, the City Clerk shall post on the City's website and advertise in the City's legal newspaper an invitation for applicants.
- d. All applicants shall be provided with the questions. The applicants shall be asked to return the questions to the City Clerk.

- e. Prior to the expiration of the term, the members of the permanent committee shall meet and review answers submitted by applicants, and schedule interviews if desired. The members of the committee shall make a recommendation about the best qualified candidate. The recommendation shall be forwarded to the City Council.

The Planning Commission and Lodging Tax Advisory Committee are exempt from this process. Council will receive applicant's answers to the supplemental questionnaires and make appointments to the Lodging Tax Advisory Committee and Planning Commission. If desired, Council may appoint an ad hoc committee to interview applicants for those bodies.

- f. City Council, at a regularly scheduled meeting, shall appoint committee members to the expiring or vacated term.
- g. Except as provided in this section, the process for the selection and appointment of committee members stated in this section shall supersede and control over any currently existing ordinance that states any contrary or differing process and procedure for selection and appointment of permanent committee members.
- h. As an alternative to the process described in subsections e and f above, in instances when no person applies to fill the position of a committee board or commission member whose term is expiring, and if the member whose term is expiring is willing to serve another term, the city manager, in his sole discretion, may extend the term of the member for an additional term.

2.25.060 – Location of public meetings. To the extent possible, all meetings of all permanent committees shall be held in the City Council chambers.

2.25.070 – Public Comment. Except with regard to matters that are quasi-judicial, all meetings of permanent committees shall allow one public comment opportunity at the meeting. The process for public comment at permanent committees shall be the same rules that apply during City Council meetings.

2.25.080 – Agendas. An agenda shall be prepared in advance for each meeting of a permanent committee. At least 5 calendar days prior to the committee meeting, the agenda shall be sent to all committee members, members of the press, and it shall be published on the city's webpage.

2.25.090 – Utility Rate Review. Periodically the city performs a full cost of service study for each of its utilities. After each such survey, the survey shall be presented to, and reviewed by, the utility advisory committee and City Council at a joint meeting. This is intended to enhance the efficiency and increase public awareness and input of pending or potential changes to utility rates.

Section 2. Ordinance 3190 and Chapter 2.40 of the Port Angeles Municipal Code are hereby amended to read as follows:

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#### **Chapter 2.40 Port Angeles Forward Committee**

##### **2.40.015 - Goals.**

The Committee is dedicated to creating a strong, economically and culturally vibrant community that will enhance the lives of our citizens through the following goals:

- A. ~~Leverage~~ Foster private sector investment in Port Angeles.
- B. Facilitate input from stakeholders to create a consensus, strategy, and vision for development and implementation of a Port Angeles Forward Master Plan.
- C. Provide communication between stakeholders.
- D. Recommend actions to encourage private investment and stimulate the economy and livability of the community.
- E. Identify and resolve barriers that ~~hamper our~~ adversely impact the ability to achieve committee goals.

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##### **2.40.030 - Membership.**

###### **A. *Representation.***

- 1. Two Council members and one alternate of the Port Angeles Forward Committee shall be appointed by the Mayor from the seven members of the City Council.
- 2. Twelve members of the Committee shall represent community organizations having interests in economic development in Port Angeles. These twelve members shall be appointed by the City Council in accordance with the City Council's Rules of Procedure. Examples of community organizations that might be included in this category of membership are, without limitation: the Port of Port Angeles, Clallam County, Clallam Transit Authority, Port Angeles Downtown Association, Port Angeles Chamber of Commerce, Port Angeles Business Association, Clallam County Public Utility District No. 1, Clallam County Economic Development Council, Lower Elwha Klallam Tribe, and others. Additional organizations for membership may be recommended by the Committee.
- 3. Three members of the Committee to be appointed by the City Council to serve as citizens-at-large.
- 4. Staff support for the Committee will be provided by the City of Port Angeles through designation and assignments by the City Manager.
- 5. Members may be removed from office for reasons deemed appropriate by the City Council, including, but not limited to, malfeasance in office or neglect of duties.

- B. *Criteria.* Criteria used in selecting citizen members shall include, but not be limited to, the following:
1. Members need not be residents of the City.
  2. Members shall have displayed an interest in the work of the Committee.
  3. Members shall be selected in accordance with all applicable statutes, including, but not limited to, non-discrimination, equal opportunity guidelines.
  4. Members shall be appointed without regard to political affiliation.
  5. Members shall not be City employees; provided that elected officials shall not be deemed City employees for purposes of this limitation.
- C. *Terms.* Terms for Council Members and citizens-at-large shall be as follows:
1. A full term of office shall be two years for City Council members.
  2. A full term of office shall be three years for citizens at large.
  3. The term of office shall start on March 1 of the year in which the appointment is made, provided that appointments to an unexpired term shall start as designated in the appointment.
  4. Members of the Committee may be appointed to succeed themselves; provided that no person shall be allowed to serve more than three consecutive terms.
  5. Appointments to fill an unexpired term shall be only for the remainder of that term, after which a reappointment may be made.
  6. Members shall serve without pay compensation.

2.40.040

A.

The chair of the Committee shall be designated by the City Council and shall be one of the City Council committee members. The vice-chair shall be elected from among its remaining community organization and citizen-at-large members; and create and fill such other offices as it deems necessary for efficient operation. It shall adopt rules for the transaction of business and keep written record of its meetings, resolutions, transactions, findings and determinations, which record shall be a public record.

B.

The Committee shall hold meetings once each calendar quarter, or as deemed necessary by the City Council to carry out its duties. The Committee shall be a fix a time and place of the quarterly meetings, which shall be made known to the public, and all regular sessions of the Committee shall be open to the public. A quorum to conduct official business shall consist of not less than one-half of the total committee.

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Section 3. Ordinance 2489 and Chapter 2.68 of the Port Angeles Municipal Code are hereby amended to read as follows:

**Chapter 2.68 Utility Advisory Committee**

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2.68.020 - Committee created.

There is hereby created a Utility Advisory Committee which shall consist of ~~seven~~ eight members.

2.68.030 - Membership.

A. *Procedures.*

1. Three Council members of the Utility Advisory Committee shall be appointed by the Mayor from the seven members of the City Council.
2. ~~Four~~ Five citizen members of the Committee shall be selected and appointed in accordance with ~~the City Council's Rules of Procedure Chapter 2.25.~~ One of these members shall represent the industrial customers of the City's utilities; the second member shall represent the licensed care facilities in the City; and ~~two~~ three members shall represent all other customers of the City's utilities. For purposes of this chapter, "industrial customers" means those customers who are served under the City's Industrial Transmission electric rate classification. For purposes of this chapter, "licensed care facilities" includes adult family homes, boarding homes/assisted living facilities, and nursing homes. The representative of the licensed care facilities shall vote only on issues concerning fees authorized by Part C of PAMC 13.73.300.
3. Citizen members may be removed from office for reasons deemed appropriate by the appointing authority, including, but not limited to, malfeasance in office or neglect of duties.

B. *Criteria.* Criteria used in selecting citizen members shall include, but not be limited to, the following:

1. Members shall be residents of the City, except the member representing the licensed care facilities need not be a City resident but must own or manage a licensed care facility in the City.
2. Members shall have displayed an interest in the work of the Committee.
3. Members shall be selected in accordance with the Equal Opportunity guidelines.
4. Members shall be appointed without regard to political affiliation.
5. Members shall not be City employees.

C. *Terms.* Terms for citizen members shall be as follows:

1. A full term of office shall be four years.
2. ~~The term of office shall start on March 1st of the year in which the appointment is made, provided that appointments to an unexpired term shall start as designated in the appointment.~~
3. Members of the Committee may be selected to serve consecutive terms; ~~appointed to succeed themselves~~; provided that no person, except one appointed to represent industrial customers, shall be allowed to serve more than two consecutive four year terms.
4. ~~Appointments to fill an unexpired term shall be only for the remainder of that term, after which a reappointment may be made.~~
5. ~~Members shall serve without pay.~~

2.68.040 - Organization.

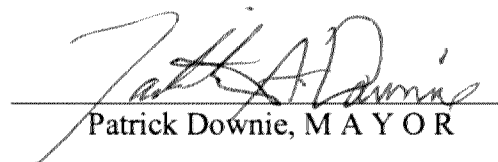
- A. The Committee shall elect its own chairman and vice-chairman from among its members and create and fill such other offices as it deems necessary for efficient operation. It shall adopt rules for the transaction of business and keep written record of its meetings, resolutions, transactions, findings and determinations, which record shall be a public record.
- B. The Committee shall hold meetings as deemed necessary by the City Council to carry out its duties. There shall be a fixed time and place of meetings which shall be made known to the public, and all regular sessions of the Committee shall be open to the public. ~~Three~~ Four members shall constitute a quorum for the conduct of official business. ~~; except, in those instances when action is to be taken on the Medic I Public Utility, four members shall constitute a quorum for the conduct of official business.~~

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Section 5 - Effective Date. This Ordinance shall take effect five days after the date of publication.

Section 4 - Severability. If any provisions of this Ordinance, or its application to any person or circumstance, is held invalid, the remainder of the Ordinance, or application of the provisions of the Ordinance to other persons or circumstances, is not affected.

PASSED by the City Council of the City of Port Angeles at a regular meeting of said Council held on the 5 day of September, 2017.

  
Patrick Downie, M A Y O R

ATTEST:

Jennifer Veneklasen

Jennifer Veneklasen, City Clerk

APPROVED AS TO FORM:

William E. Bloor for

William E. Bloor, City Attorney

PUBLISHED: September 10, 2017



**Summary of Ordinance adopted by the Port Angeles City Council on September 5, 2017**

**ORDINANCE NO. 3588**

AN ORDINANCE of the City of Port Angeles, Washington, amending Chapter 2.40, 2.68 and establishing a new Chapter 2.25 titled General Provisions of Boards and Commissions, revising term expiration dates for terms of various advisory boards and commissions of the Port Angeles Municipal Code.

This ordinance is not subject to referendum, and shall take effect five days after the publication of the summary.

The full texts of the Ordinances are available at City Hall in the City Clerk's office, on the City's website at [www.cityofpa.us](http://www.cityofpa.us), or will be mailed upon request. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Jennifer Veneklasen  
City Clerk

Published by summary: Sunday, September 10, 2017