



Advisory Boards, Commissions, and Committees

Application

General Information

The City of Tumwater encourages citizen participation in local governmental functions through a variety of avenues. Citizen advisory boards, commissions, and committees represent an effective forum for individual participation. Appointments to City advisory bodies are the Mayor's prerogative and may be subject to confirmation by the Tumwater City Council. Policy dictates that all advisory appointees reside within the City limits, with the following exceptions:

- Planning Commission (TMC 2.56.010 [Tumwater Municipal Code]) provides an exception to the City residency requirements stating one member may qualify for membership by residing in the urban growth area as an alternative to actual residency.
- Historic Preservation Commission (TMC 2.62.040) provides an exception to the City residency requirements to assure at least two representatives are from the professional disciplines specified in the ordinances.
- Tree Board (TMC 2.66.020) provides an exception to the City residency requirements to assure at least two representatives are from the professional disciplines specified in the ordinances and (Ordinance No. O2001-018, effective November 2001) states that any one person may qualify by residing in the Tumwater urban growth area.
- The Board of Parks and Recreation Commissioners (Ordinance No. O2007-011, effective August 2007) provides an exception to the City residency requirements stating two members out of seven members may live within the Tumwater Urban Growth Area.
- The Lodging Tax Advisory Committee does not have residency requirements and is regulated by RCW 67.28.1817 which states in part: consists of at least five members, appointed by the legislative body of the municipality. Committee membership shall include (a) at least two members who are representatives of businesses required to collect tax under this chapter (Chapter 67.28 RCW); and (b) at least two members who are persons involved in activities authorized to be funded by revenue received under this chapter. One member shall be an elected official of the municipality who shall serve as chair of the committee.

Please submit the application with a cover letter, resume, or any other pertinent personal background information, such as previous work, volunteer experience, or areas of interest and expertise, to the Mayor's Office: The Office of the Mayor, City of Tumwater, 555 Israel Road SW, Tumwater, WA 98501

The Mayor's Office will contact individuals whose information is on file and a meeting will be scheduled to discuss the responsibilities, time requirements, and other related details regarding the appointment.

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us

Advisory Boards and Commissions

Barnes Lake Management District Steering Committee (Resolution R2011-015)

The Barnes Lake Management District (LMD) consists of eleven members serving two-year terms, appointed by the Mayor. Steering Committee members must reside in or officially represent the interests of a non-residential entity within the boundaries of the LMD. The Steering Committee provides management oversight for lake treatment and clean-up activities and advises the Council regarding setting assessment rates appropriate to achieve an annual work plan developed by the Steering Committee and approved by the Council. The Committee generally conducts one evening meeting per month.

Board of Parks and Recreation Commissioners (TMC 2.72)

The Tumwater Board of Parks and Recreation Commissioners consists of seven members; serving three-year terms, appointed by the Mayor with required confirmation by the City Council; Two members may reside outside the City limits but must reside within the Tumwater urban growth area. The Parks and Recreation Commissioners provide recommendations to the Council on matters regarding planning, promotion, management, acquisition, development, and operation of City parks and recreational programs, and make recommendations regarding contractual agreements with all agencies for recreational purposes. The Commission generally conducts one evening meeting per month, although additional meetings may be required as workload demands.

Civil Service Commission (TMC 2.68) (RCW 41.08, 41.12)

The Tumwater Civil Service Commission consists of three members; established by state statute, to administer civil service law, which covers all full-time positions in the Police and Fire departments except those designated as support. Powers and duties of the Commission include the establishment and administration of rules and regulations in compliance with state law, and governing recruitment, testing, appointments, disciplinary actions, appeals, and hearings. The major activity of the Commission relates to the administration of rules and examinations. Commissioners are required to have been residents of the City for a period of at least three years immediately preceding the appointment. Commissioners serve for a term of six years and are appointed by the Mayor. Monthly meetings are held as required by statute, with special meetings, as necessary. The Administrative Services Director acts as Secretary and Chief Examiner.

Historic Preservation Commission (TMC 2.62)

The Tumwater Historic Preservation Commission consists of seven members; serving three-year terms, appointed by the Mayor with required confirmation by the City Council. The Commission shall always include at least two professionals and exceptions to the residency requirements may be granted to obtain representatives from certain disciplines. The major responsibility of the Commission is to identify and actively encourage the conservation of the City's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness

of the City's history and historic resources; and to serve as the City's primary resource in matters of history, historic planning, and preservation. The Commission is responsible for the submittal of nominations to the State and National Registers of Historic Places and serves as the local Review Board, making determinations concerning the eligibility of historic properties for special evaluation and verifying that the improvements are consistent with the Washington State Advisory Council standards for rehabilitation and maintenance. The Commission typically conducts one evening meeting per month.

Lodging Tax Advisory Committee (RCW 67.28.1817) (TMC 3.12)

The Lodging Tax Advisory Committee is composed of a cross-section of representatives from the tourism industry. The Committee meets two to three times per year to develop a recommendation to the City Council for distribution of lodging tax funds to increase tourism to Tumwater. A policy to guide the City's investment of lodging tax in tourism-related activities, facilities, and programs, has been established through Resolution No. R2016-006. The Lodging Tax Advisory Committee is a five-to-seven-member committee composed of 2-3 representatives from the hotel/motel industry, 2-3 potential recipients of Lodging Tax funds, and one City representative, who serves as Chair. Committee member roles are determined by RCW 67.28.1817 and Ordinance No. O2017-011. Terms are reviewed on an annual basis.

Planning Commission (TMC 2.56) (RCW 35.63.020) (Ord. O2012-001)

The Tumwater Planning Commission consists of nine members; serving four-year terms, appointed by the Mayor with required confirmation by the City Council. Members must be residents of the City, except at any given time, one member may qualify for membership by residing in the City's urban growth area as an alternative to actual residency. The Commission acts as an advisory body to the Council on some land use and comprehensive planning issues and any additional related items which the City Council feels may need Planning Commission review. The Commission conducts up to two evening meetings per month.

Tree Board (TMC 2.66) (O2001-018)

The Tumwater Tree Board consists of five to seven members; serving three-year terms, appointed by the Mayor with required confirmation by the City Council. An exception to the City residency requirements assures at least two representatives are from professional disciplines, and any one person may qualify by residing in the Tumwater Urban Growth Area. The Tree Board acts as an advisory body to the Council on issues concerning the urban forest in Tumwater, including drafting, and periodically revising a comprehensive tree protection plan, tree protection ordinance, and any additional related items on which the Council desires Tree Board input. The Board typically conducts one evening meeting per month.

Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: _____

Address: _____

Telephone: (Home) _____ (Mobile) _____

(Work) _____

Date: _____ Email: _____

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
<u>Barnes Lake Management District Steering Committee</u> Eleven members; Mayoral appointment; two-year terms; active	_____
<u>Board of Parks and Recreation Commissioners</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Civil Service Commission</u> Three members; Mayoral appointment; six-year terms; active	_____
<u>Historic Preservation Commission</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Lodging Tax Advisory Committee</u> Five to seven members; Mayoral appointment with Council confirmation; annual term; active	_____
<u>Planning Commission</u> Nine members; Mayoral appointment with Council confirmation; four-year terms; active	_____
<u>Tree Board</u> Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____