



INFORMATIONAL MEMORANDUM

TO: **Community Development & Neighborhoods Committee**

FROM: **Laurel Humphrey, Council Analyst**

DATE: **May 15, 2019**

SUBJECT: **Board & Commission Appointments**

ISSUE

The Community Development & Neighborhoods Committee previously discussed an overview of processes relating to Planning Commission appointments, including process for reappointments, Council vs Mayor role, and term limits. The Committee requested the topic return with additional information about the current appointment process and the potential for improvements.

BACKGROUND

The City is assisted in several operational areas by boards and commissions comprising members of the community. Residents and business representatives serve an important function by volunteering their time and expertise as members. In most cases, members are appointed by the Mayor and confirmed by the City Council per the RCW. Operational information about boards and commissions is located in the Municipal Code, in the By-Laws of each group, and in the Boards & Commissions Handbook.

Recruitment & Equity

Vacancies are currently promoted on the City website, Channel 21, social media, and in the City Administrator Report in the City Council Regular meeting packets. The City's Community Engagement Manager has committed to promoting opportunities with local groups who can help empower underrepresented community members. One of these, Puget Sound Sage, offers a six-month Community Leadership Institute that supports and trains emerging leaders from low-income communities and communities of color to sit on boards and commissions. Councilmembers and currently seated members can play an important role in recruitment by spreading the word to constituents and by making a personal ask to qualified individuals. A discussion on equitable recruitment strategies has been scheduled for the June 6, 2019 Equity and Social Justice Commission meeting.

Appointment Process

The application form is available by request and on the City's website. Completed applications can be submitted by postal mail, email to BoardsComms@tukwilawa.gov, or in person at City Hall. When applications are received by the Mayor's Office, they are scanned and routed for a background check. School District personnel, currently seated members, and Lodging Tax Advisory Committee members are exempt from the background check. An

email is sent to each applicant letting them know the application is under review. Once the background check has been completed, a copy of the application is provided to the Mayor and the staff liaison of the board or commission. The Mayor may ask the staff liaison to conduct an interview with the applicant or may opt to sit in on an interview with the applicant and the current Chair board, commission or committee. When the Mayor has determined the applicant(s) to recommend for appointment, the Executive Assistant will schedule the appointment(s) to go before Council at an upcoming Regular Meeting and prepare a memo to the City Council recommending the appointment(s). Copies of the application(s) (with address, phone number and emails redacted) are attached to the memo, which is then distributed to the Council by email and hard copy. Applicants are invited to attend the Council meeting at which their appointment is scheduled.

Reappointment Process

When a member's term is coming to an end, a letter is mailed to the individual to notify them of the expiring term and to ask if they are interested in continuing to serve. If the individual would like to continue, the Mayor will consider their request along with any new applications received that have expressed interest in that particular board or commission and then make a recommendation for reappointment or a new appointment, to the City Council via memo and schedule the item at an upcoming Regular Meeting in accordance with the process stated above.

Applicants Not Appointed

If an applicant applies for a position and the Mayor decides not to recommend the appointment, they receive a letter thanking them for applying, notifying them they were not appointed, providing information on other vacant positions, if applicable, and letting them know that their application will be kept on file for one year.

Qualifications, Requirements & Representation

Boards and commissions have varying requirements regarding community residency or business affiliation as outlined in the Municipal Code. Every member of an advisory board, commission or committee must sign a Conflict of Interest Disclosure Form and Ethics, OPMA and PRA Training Certification Form within 90 days of appointment or reappointment.

RECOMMENDATION

When the Committee last discussed this issue, it agreed that a written, predictable appointment process would be beneficial. Committee members also expressed support for certain changes to the process including requiring reapplication for reappointments, receiving appointment memos at least two weeks prior to the potential confirmation date, and applying a stronger equity lens to recruitment. Council staff met with the Mayor's Executive Assistant and the Community Engagement Manager to discuss the Committee's requests and collaborate on improvements. The following suggestions in the areas of recruitment and appointments are proposed for the Committee's review and feedback.

- Advertise open positions in the Hazelnut, both online and printed editions
- Promote opportunities with community-based organizations and school districts
- Update Boards & Commissions Handbook to reflect current Codes and CDN Committee input
- Distribute updated Boards & Commissions brochure widely, including Foster High, Tukwila Library, TCC front counter, meetings of community groups, and more
- Require a letter of interest outlining an applicant’s relevant background, experience, and interest
- Require reapplication for additional terms
- Provide memo of appointments to the City Council at least two weeks in advance of the Regular Meeting
- Create an Administrative Policy to formalize the internal appointment process, providing for better consistency and continuity

RECOMMENDATION

The Committee is asked to discuss this information and provide direction on next steps. Staff will return with updates to associated boards and commission materials.

ATTACHMENTS

Application
Brochure



City of Tukwila



Tukwila City Hall
6200 Southcenter Blvd
Tukwila, WA 98188
Phone: (206) 433-1800 Fax: (206) 433-1833

Email: BoardsComms@tukwilawa.gov
Website: www.tukwilawa.gov

Application for Appointment BOARDS AND COMMISSIONS

Please complete the ENTIRE application form. Applicants may attach a cover letter and/or a resume totaling no more than three pages.

DATE: _____

NAME: _____
Last First M.I.

ADDRESS: _____
Street City Zip

MAILING ADDRESS (if different): _____

HOME PHONE: _____ CELL/MOBILE PHONE: _____

EMPLOYER: _____ E-MAIL: _____

Please check all that apply to you within the City of Tukwila limits:

- Resident
- School District Representative
- Business Owner/Representative
- High School Student

I wish to be considered for appointment to the following board or commission (check all that apply):

- COMMISSIONS:**
- Arts
 - Civil Service
 - Equity & Social Justice
 - Park
 - Planning

- BOARDS & COMMITTEES:**
- Community Police
 - Human Services
 - Library
 - Lodging Tax

Other/Special Committee: _____

HAVE YOU PREVIOUSLY SERVED ON ONE OF THESE BOARDS OR COMMISSIONS? Yes No

If "yes", please list: _____

AVAILABLE TO ATTEND MEETINGS: Daytime Evenings

Please contact me regarding other City of Tukwila volunteer opportunities (check box):

FOR CITY USE ONLY:

INTERVIEW DATE: _____ APPOINTED: Yes No TERM EXPIRES: _____

Professional/Community Activities (organizations, clubs, service groups, etc):

Hobbies/Interests:

Qualifications as related to this position:

Other comments/additional information for consideration:

Applicant's Signature

Date

Note: Upon submission, all information on this form becomes public record. For further clarification regarding this application or more information regarding the boards or commissions, please call (206) 433-1800.



Background Screening Standards

The following policy guidelines are a reflection of the “Disqualification Standards” that the City of Tukwila has implemented for its Boards and Commissions and Volunteer Program. A person will likely be disqualified and prohibited from serving if the person has been found guilty of the following crimes:

SEX OFFENSES

All sex offenses – Regardless of the amount of time since offense.

Examples: Child molestation, rape, sexual assault, battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

All felony violence – Regardless of the amount of time since offense.

Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All felony offenses (other than violence or sex) – within the past 10 years.

Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

All misdemeanor violence offenses within the past 7 years.

Examples: Simple assault, battery, domestic violence, hit & run, etc.

All misdemeanor drug & alcohol offenses within the past 5 year or multiple offenses in the past 10 years.

Examples: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft- if volunteer would be handling monies, etc.

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court will not be permitted to volunteer until the official adjudication of the case.



Applicant: _____

CITY OF TUKWILA

Boards & Commissions

6200 Southcenter Blvd., Tukwila, WA 98188

206-433-1800

Notification and Authorization for Background Investigation Disclosure Statement

In compliance with RCW 43.43.830-845, all applicants who have been offered a position as a volunteer, and in which position the person may have unsupervised access to children less than sixteen years of age, to developmentally disabled persons, or to vulnerable adults, are required to disclose the following information:

1.	<p>Have you ever been convicted of any crime against children or other persons*?</p> <p>* "Crime against children or other persons" (as identified in RCW 43.43.830) means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree assault of a child; first, second or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter, first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; commercial sexual abuse of a minor; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been convicted of crimes relating to financial exploitation where the victim was a vulnerable adult?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited a vulnerable adult?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you been found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer is YES to any of the previous questions, please describe the location, date and facts of the conviction and make reference to the question being answered:

Please continue on the back →



Boards and Commissions

The City of Tukwila is assisted in its operations in several areas by the volunteers who serve on our Boards and Commissions. Volunteers serve an important function by offering their time and expertise as members. Anyone interested in serving on a Board or Commission should complete an application and submit it to the Mayor's Office at City Hall. Applications are reviewed and appointments are made by the Mayor and confirmed by the City Council.

The Boards and Commissions Application Form can be found on the City's website at www.tukwilawa.gov/mayor/boards.html.

Boards

Community Oriented Policing Citizen's Advisory Board

Contact: Chris Partman 206-431-2197

Human Services Advisory Board

Contact: Stacy Hansen 206-433-7180

Library Advisory Board

Contact: Stephanie Gardner 206-767-2342

Lodging Tax Advisory Committee

Contact: Brandon Miles 206-431-3684

Commissions

Arts Commission

Contact: Tracy Galloway 206-767-2305

Civil Service Commission

Contact: Michelle Godyn 206-431-2187

Equity & Social Justice Commission

Contact: Niesha Fort-Brooks 206-454-7564

Park Commission

Contact: Robert Eaton 206-767-2332

Planning Commission

Contact: Wynetta Bivens 206-433-3670

CITY OF TUKWILA

City of Tukwila
6200 Southcenter Blvd
Tukwila WA 98188
Phone: 206-433-1800
E-mail: boardscomms@tukwilawa.gov

May, 2019

THE CITY OF OPPORTUNITY,
THE COMMUNITY OF CHOICE

Boards and Commissions



CITY OF TUKWILA

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6200 Southcenter Blvd
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City of Tukwila Boards & Commissions

Community Oriented Policing Citizen's Advisory Board

The Community Oriented Policing Citizen's Advisory Board (COPCAB) consists of eight members a student representative that work with the Chief of Police to promote public safety and community policing.

Meets: The second Thursday of the month at 6:30 p.m. in the Duwamish Conference Room located at 6300 Southcenter Blvd.

Term of Service: 4 Years

Human Services Advisory Board

The Human Services Advisory Board has seven members and advises the Mayor and City Council on assessing human services needs in Tukwila, provides recommendations for prioritizing human service needs and recommends policies and programs for funding.

Meets: Every other month in the Human Services Office as determined by Human Services Staff.

Term of Service: 3 Years

Library Advisory Board

The Library Advisory Board has seven members and a student representative that serve under the direction of the Parks and Recreation Manager advising City officials on library services in the City and promoting library services and activities.

Meets: The first Tuesday of each month at 5:30 p.m. at the Tukwila Community Center.

Term of Service: 2 Years

Arts Commission

The Tukwila Arts Commission has up to seven members and a student representative that serve under the direction of the Parks and Recreation Manager. The Arts Commission is actively involved in providing public art, as well as a variety of cultural experiences and performances for Tukwila residents throughout the year.

Meets: The 4th Wednesday of each month at 6:00 p.m. at the Tukwila Community Center.

Term of Service: 4 Years

Civil Service Commission

The Civil Service Commission consists of three members appointed by the Mayor to exercise the powers and perform the duties established by state law and the Tukwila Municipal Code 2.42.030 in connection with the selection, appointment, promotion, demotion and employment of commissioned police officers, non-commissioned police personnel and firefighters.

Meets: The second Monday of the month at 5:00 PM at City Hall.

Term of Service: 6 Years

Equity and Social Justice Commission

The Equity and Social Justice Commission has nine members and a student representative that advise the city of opportunities to promote understanding that accepts, celebrates and appreciates diversity in the community and to facilitate increased understanding and awareness of social justice and human rights.

Meets: The first Thursday of each month at 5:15 p.m. at City Hall

Term of Service: 2 Years

Park Commission

The Tukwila Park Commission consists of seven members and a student representative that serve under the direction of the Parks and Recreation Manager in an advisory capacity concerning all recreation and golf services and parks development and policies.

Meets: The 2nd Wednesday of the month at 5:30 p.m. at the Tukwila Community Center.

Term of Service: 3 Years

Planning Commission

The Planning Commission is comprised of seven members and acts as the land use advisory body for the City Council, reviews and makes recommendations on the City's Comprehensive Plan, Shoreline Plan, Subdivision, Zoning and Sign Codes and acts as the City's Board of Architectural Review.

Meets: The fourth Thursday Jan-Oct and the 2nd Thursday Nov-Dec at 6:30 p.m. in the City Council Chambers at City Hall.

Term of Service: 4 Years

Lodging Tax Advisory Committee

The Lodging Tax Advisory Committee is comprised of nine members and provides recommendations to the Mayor and Council regarding the levying and application of Hotel/Motel tax collections.

Meets: The fourth Tuesday of the month at 1 PM at City Hall.

Term of Service: 1 Year