

CITY OF MOUNTLAKE TERRACE

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF MOUNTLAKE TERRACE
ESTABLISHING A CIVIC FACILITIES ADVISORY TASK FORCE THROUGH
_____, 2008**

WHEREAS, Council has adopted a goal to Develop and Implement a Strategy to Address the City's Aging Public Facilities in order to ensure municipal and community services are delivered in an efficient and effective manner, while helping to create and maintain a community identity and community pride, and

WHEREAS, on March 13, 2008, Council adopted the City's Capital Investment Strategy at their Work/Study Session, and

WHEREAS, Council has made a decision to implement the City's Capital Investment Strategy by carrying out the following steps concurrently: Step A: Conduct a services and needs assessment, identify site alternatives and conceptual design options for City facilities; Step B: Identify financing options and alternatives including potential partnerships; Step C: Appoint a Civic Facilities Advisory Taskforce; Step D: Conduct a community outreach program, and

WHEREAS, Citizen involvement in community development is both desired by the City Council and the citizens of Mountlake Terrace, and

WHEREAS, successful community development planning requires partnerships between the City and its residents for a better quality of life and to provide a safe, clean, and well-maintained community for the enjoyment of all. Recognizing that the community's interest are integrally linked and critical to the development of an effective Capital Investment Strategy, the City seeks to obtain involvement from its citizens, and

WHEREAS, the City Council desires that a Civic Facilities Advisory Taskforce (Taskforce) include representatives from the City's Arts Advisory Commission, Planning Commission, Recreation and Parks Advisory Commission, Community Policing Advisory Board, Mountlake Terrace Business Association, Mountlake Terrace Seniors Group, and other representatives of the community to guide and advise the City Council on the facilitating the review and development of options to replace the City's aging civic facilities,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

Section 1. Civic Facilities Advisory Taskforce Established. The City Council hereby establishes the Civic Facilities Advisory Taskforce.

Section 2. Purpose and Outcome. The purpose of the Taskforce is to assist in facilitating the review and development of options to replace the city's aging civic facilities. The

intended outcome is that the Taskforce will advise and make recommendations to the City Council as it relates to the City's aging facilities.

Section 3. Membership Guidelines. There shall be eleven (11) voting members of the Civic Facilities Advisory Taskforce. Members shall be:

- (1) Vic Sood, Chairperson;
- (2) Pat McMahon, Vice - Chairperson;
- (3) Judy Ryan, Chairperson (Arts Advisory Commission);
- (4) Yvonne Jones, Chairperson (Community Police Advisory Board);
- (5) Alice Kier, Chairperson (Planning Commission);
- (6) Gerald Conner, Chairperson (Recreation & Parks Advisory Commission);
- (7) Steve Lahti, Chairperson (Mountlake Terrace Business Association);
- (8) Al O'Brien, Chairperson (Mountlake Terrace Seniors Group);
- (9) Bob Downing (At-large Community Member);
- (10) Bob Dybing (At-large Community Member);
- (11) Patrick Pierce (At-large Community Member).

Section 4. Powers and Duties. The Taskforce will assist and advise the Council on the following:

- A. Task 1. Review the City's Capital Investment Strategy in the context of replacing the City's aging facilities .
- B. Task 2. Provide input and verify current and future services, needs, functions and community amenities the City should offer to the community including City Hall, Police Station, Recreation Pavilion, Ballinger Lake Golf Course Clubhouse, Fire Station #18, Senior/Community Center, Arts, Performing Arts and other Community Amenities.
- C. Task 3. Provide input on site alternatives for replacing and developing City Hall, Police Station, Recreation Pavilion and Senior/Community Center.
- D. Task 4. Provide input on conceptual designs for replacing and developing City Hall, Police Station, Recreation Pavilion and Senior/Community Center
- E. Task 5. Provide input on financing options, alternatives and potential partnerships for replacing and developing a City Hall, Police Station, Recreation Pavilion, Ballinger Lake Golf Course Clubhouse, Fire Station #18, Senior/Community Center, Arts, Performing Arts and other Community Amenities.
- F. Task 6. Work with City staff to develop and implement community outreach campaign/program.
- G. Task 7. Develop recommendations and alternatives to present to Council relating to the City's aging facilities.

Section 5. Civic Facilities Advisory Taskforce Member Responsibilities & Operating Principles.

Civic Facilities Advisory Taskforce Member Responsibilities

- Regularly attend Taskforce meetings and contribute constructively to the Taskforce discussion. Consider and discuss issues from a community wide perspective, as well as that of particular stakeholders.
- Understand and be able to articulate the Civic Facilities Advisory Taskforce’s purpose, responsibilities, and work plan.
- Communicate and coordinate with the Council, City staff and City consultants to (a) represent the Taskforce’s perspective on key issues; and (b) convey information from the Taskforce back to the community.
- As necessary, participate in the Civic Facilities Advisory Taskforce’s community outreach efforts, as draft policies are developed.
- Review and provide comments on draft reports and recommended policies.
- Provide feedback to the Taskforce chair, City staff and City consultants on Taskforce process and progress.

Civic Facilities Advisory Taskforce Operating Principles

- The Taskforce will operate by consensus. All members’ positions will be respected and considered, and wherever possible the group will work collaboratively to reach consensus on recommendations.
- The Taskforce will communicate questions, issues and suggestions to its City staff liaison, who will coordinate actions and responses among staff and the Taskforce.
- Taskforce meetings will start and end on time.
- Meeting summaries will be prepared following each meeting, summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary.
- E-mail communications among Taskforce members shall be conveyed to the City staff liaison, in order to coordinate information sharing among Taskforce members. No communication intended to reach a consensus on any issue shall be sent via e-mail.
- The Taskforce will be “principals only” – no alternates.

Section 6. Compensation. The Taskforce shall serve without compensation.

Section 7. Governing Authority. The City Council is the governing authority of the Taskforce and has the discretion and authority to approve (or disapprove) all procedures, processes, actions or recommendations of the Civic Facilities Advisory Taskforce.

Section 8. Compliance with Statute, Ordinances, and Policies. The Taskforce shall comply with Open Public Meetings Act, the Code of Ethics for Municipal Offices and other applicable laws, ordinances, and city policies. All meetings of the Taskforce shall be held on the Civic Center Campus.

Section 9. Organization. The City Council shall appoint Vic Sood as the Taskforce chairperson and Patrick McMahon as the Taskforce Vice - Chairperson. The Taskforce create and fill such other offices as it may determine it requires. The vice-chairperson shall preside in the absence of the chairperson. The chairperson and vice-chairperson shall be voting members of the Civic Facilities Advisory Taskforce.

The Taskforce will meet as needed from June to December 2008. The Taskforce will report to the City Council monthly. A majority of the members of the Taskforce shall constitute a quorum. The Taskforce shall keep a written record of its meetings, findings, and determinations, which shall be a public record.

Section 10. Voting. A majority vote of those members present constitutes a quorum at an open meeting of the Taskforce shall be necessary to legally act on any matter before the Civic Facilities Advisory Taskforce.

Section 11. Vacancies and Removal of Members. Vacancies occurring shall be filled. Members may be removed, after Council review, for inefficiency or nonperformance of duty, misconduct, or malfeasance in office.

Section 12. Consultants and Advisors as Approved by Council. The Taskforce may recommend the retention of a consultant or consultants, as may be needed, to the City Council to assist the Taskforce in its studies and reviews. Upon approval by the City Council, the City shall retain the consultant. In addition, the Civic Facilities Advisory Taskforce, through its chairperson, may request formal opinions or recommendations from the City Manager (or whoever he appoints) on any matter pending before it.

Section 13. Staff Support. The City Manager shall appoint the City staff liaison to support the Taskforce assignments.

Section 14. Term. The time period of operation for the Taskforce will begin immediately upon the adoption of this resolution through December 2008. All appointments are through December 2008. Reappointment, or appointment, of other Taskforce members thereafter shall be subject to action of the City Council.

Section 15. Effective Date. This resolution shall take effect immediately upon its adoption.

PASSED BY THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE this ____ day of _____ 2008, and signed in authentication of its passage this ____ day of _____ 2008.

Mayor Jerry Smith

ATTEST _____
City Clerk

APPROVED AS TO FORM: Gregory G. Schrag, City Attorney