

**Chapter 2.36**  
**CITIZEN ADVISORY BOARDS AND COMMISSIONS**

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**2.36.010 Citizen Advisory Boards and Commissions created.**

A. Definitions. For purposes of this article, the following terms have the meanings set forth below:

1. “Ad Hoc Committee” means a body appointed by the Council to help competing interests come up with a solution that benefits the entire community, provide a forum for voicing concerns, increase community input, discuss alternative solutions and build public consensus over controversial issues before the City Council makes a decision. An Ad Hoc Committee will cease to exist upon completion of its charge as given by the Council.
2. “Board” means a body established by state statute or city ordinance to study and recommend action to the City Council. Authority of Boards are delegated from Council and advisory in nature.
3. “Commission” means a body established by state statute to act in a quasi-judicial capacity. With the exception of the Civil Service Commission, some actions of Commissioners are appealed directly to City Council or Hearing Examiner.

B. There is established and created the following advisory boards and commissions of the city:

1. Lodging Tax Advisory Committee RCW 67.28;
2. Parks and Recreation Advisory Board;
3. Planning Commission - RCW 35.63;
4. Municipal Airport Advisory Board - RCW 14.08;
5. Civil Service Commission for Police and Fire – RCW 41.08, MLMC 2.76 and RCW 41.12, MLMC 2.80; and
6. LEOFF 1 Disability Board for Police and Fire – RCW 41.26.

**2.36.020 Intent – Governing law.**

The intent of this chapter is to provide a single source for all citizen advisory boards and commissions of the City of Moses Lake, by addressing those requirements that should be

considered for all advisory boards and commissions and creating a template from which to base the creation of all future citizen advisory boards and commissions.

The Revised Code of Washington (RCW) provides for specific requirements with respect to certain municipal boards and commissions, great lengths have been taken to ensure that this chapter complies with the RCW; however, where a conflict exists between this chapter and the RCW, the RCW prevails.

**2.36.030 Appointments and confirmation process.**

Upon notice of a citizen advisory board or commission vacancy, the Mayor will direct the City Manager, or designee, to publish notice of the vacancy on the city's website for the full or unexpired portion of the term. A minimum of ten (10) days shall be provided to citizens at-large to apply for the position.

Unless otherwise provided, the Mayor shall appoint all members of boards and commissions in this chapter; provided, that those appointments shall be subject to confirmation by a majority vote of the City Council.

**2.36.040 Residency requirements.**

Unless otherwise provided in this section, residency within the corporate city limit is a requirement for eligibility for membership on citizen advisory boards and commissions.

**2.36.050 Chair and Vice Chair.**

Unless otherwise provided, each advisory board or commission shall elect a Chair and Vice Chair from their numbers whose terms shall run for one year, from the first meeting of the year until a new Chair and Vice Chair are appointed in the subsequent year. The chairperson shall act as the presiding officer over the meeting and coordinate with staff in respect to attendance of members, vacancies and other items of concern.

The chairperson may move, second, and debate from the chair, subject, only to such limitations of debate as are imposed on all members, and shall not be deprived of any of the rights and privileges of a member of the board or commission by reason of their acting as the presiding officer.

For the purposes of this chapter, any duties or responsibilities designated to the chairperson shall transfer to the vice chairperson in their absence. In the event that both the chairperson and vice chairperson are absent from a meeting, the members of any citizen advisory board or commission may elect a chairperson pro tem from their numbers who shall be empowered to carry out said duties and responsibilities for that meeting.

**2.36.060 Meetings, reports and attendance.**

All meetings of citizen advisory boards and commissions shall be properly noticed and open to the public in accordance with the Washington State Open Public Meetings Act (Chapter 42.30 RCW). All actions taken by a citizen advisory board or commission, including minutes of all meetings shall be filed with the City's Public Records Officer and are subject to review by the public in accordance with the Washington State Public Records Act (Chapter 42.56 RCW).

Unless otherwise provided, all citizen advisory boards and commissions shall meet at least once per calendar quarter or at any time that the chairperson, majority of members thereof, or the City

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Council shall decide; provided, that any such meeting shall be properly noticed in accordance with other provisions in this chapter.

All citizen advisory boards and commissions shall provide a report to the City Council at least once per calendar year.

Roll call will be taken at the start of all citizen advisory boards and commissions meetings. Members shall notify the Chair prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the assigned staff Department Director or Secretary, who shall convey the message to the Chair. Following the roll call, the Chair shall announce if a reason was received for a member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. The motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Secretary will make the appropriate notation in the minutes. Any absence that is not excused by motion and passed, shall be deemed unexcused and no further action is required at that meeting. The Secretary of the citizen advisory board or commission will report all unexcused absences to the City Clerk.

**2.36.070 Nondiscrimination – Compensation.**

No person shall be ineligible as a member of a citizen advisory board or commission by reason of race, color, religion, creed, sex, age, marital status, national origin, physical disability, political affiliation, veteran status, or any other class of individuals protected from discrimination under state or federal law.

All members of citizen advisory boards and commissions shall serve without compensation; provided, however, that reimbursement of actual training expenses may be authorized by the City Council.

**2.36.080 Vacancy or Removal.**

A position will be automatically vacant when a member of a citizen advisory board or commission has:

1. an unexcused absence from any three (3) consecutive meetings as described in Section 2.36.060;
2. submitted written resignation to the City Clerk;
3. mortally passed; or
4. been removed by recommendation of the Mayor with confirmation from the Council.

**2.36.090 Quorum.**

A majority of a citizen advisory board or commission shall constitute a quorum for the transaction of business. Any action taken by the majority of those present at any regular or special meeting is deemed and taken as the action of the advisory board or commission.

**2.36.100 Lodging Tax Advisory Committee specific requirements.**

- A. Committee - Established: There is created a Lodging Tax Advisory Committee, consisting of five (5) members. Members shall be appointed for a one (1) year term. The Council will review the membership on an annual basis and make changes as appropriate.

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- B. Membership - Eligibility: One (1) member shall be an elected official of the City who shall serve as chair, two (2) members shall be representatives of businesses required to collect the lodging tax, and two (2) members shall be persons involved in activities authorized to be funded by revenue received from the lodging tax.
- C. Meetings: The Lodging Tax Advisory Committee shall devote such time as may be necessary to properly discharge all duties devolving upon them. The Committee shall meet as often as is necessary to conduct business but shall hold a meeting at least once a year.
- D. Duties of Council to Committee: The Committee is entrusted with the responsibilities of advising and making recommendations concerning the collection and use of lodging taxes. The City shall submit any proposal that will impose a tax under Chapter 67.28, RCW. The City Council shall submit to the Lodging Tax Advisory Committee, for its review and comment, proposals on:
  - 1. The imposition of a tax under SSB 5867.
  - 2. Any increase in the rate of such a tax.
  - 3. Repeal of an exemption from such a tax.
  - 4. A change in the use of the revenue received from such a tax.
- E. Duties of Committee: The Committee shall provide a report and analysis to the City Council on the extent to which any proposal will accommodate activities for tourists or increase tourism, and the extent to which any proposal will affect the long-range stability of the special fund created for the lodging tax revenues.

**2.36.110 Parks & Recreation Advisory Board specific requirements.**

- A. Commission - Established: There is created a Park and Recreation Advisory Board for the city, consisting of seven (7) members. Each member shall be appointed for a term of four (4) years.
- B. Membership - Eligibility: At least five (5) members shall reside within the corporate limits of the city and up to two (2) members shall reside in the city's urban growth area outside the corporate limits of the city.
- C. Meetings: The Park Board shall devote such time as may be necessary to properly discharge all duties devolving upon them. Four (4) affirmative votes shall be necessary to carry any proposition. A meeting of the Park Board shall be held at least once each month.
- D. Functions and Duties:
  - 1. The Park Board generally shall serve in an advisory capacity to the City Council, City Manager, and Park and Recreation Director concerning formulation of policy and plans for development, management, and operation of the City parks and recreation program.

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2. Advise and assist the City Council, City Manager, and Parks and Recreation Director in specific areas including but not limited to, the following:
  - a. Promoting park and recreation programs to the community;
  - b. Setting standards for park maintenance;
  - c. Setting goals for short-term and long-term future of the City park system;
  - d. Serving as citizens' input concerning parks and recreation, generally;
  - e. Monitoring and evaluating the park system.

**2.36.120 Planning Commission specific requirements.**

- A. Commission - Established: The Planning Commission of the City shall consist of nine (9) members. Each member shall be appointed for a term of six (6) years.
- B. Membership - Eligibility: Seven (7) members shall reside within the City limits, and (2) members who shall either reside within the City limits or own property or a business within the City.
- C. Meetings: The Planning Commission shall devote such time as may be necessary to properly discharge all duties devolving upon them. Regular Planning Commission Meetings are held on the Thursday following the 2<sup>nd</sup> Tuesday of the month Regular Council Meeting.
- D. Powers and Authority: The Planning Commission shall have all of the powers and perform each and all of the duties specified by RCW Chapter 35A.63, together with any other duties or authority which may hereafter be conferred upon them by the laws of the state, the performance of such duties and the exercise of such authority to be subject to such and all the limitations expressed in each legislative enactment or enactments.
- E. Function and Duties:
  1. Recommendations on Proposed Legislation: The City Council may refer to the Commission, for its recommendation and report, any ordinance, resolution, or other proposal relating to any of the matters and subjects referred to in RCW Chapter 35.63, and the Commission shall promptly report to the City Council thereon, making such recommendation and giving such counsel as it may deem proper in the premises.
  2. Approval of Plats: All plats or plans of subdivisions of land within the city or proposed additions, as well as dedications of streets, alleys, and other public spaces, shall be submitted to the Commission as provided in RCW Chapter 58.17.

**2.36.140 Municipal Airport Advisory Board specific requirements.**

- A. Board - Established: The Municipal Airport Advisory Board for the City is created and shall

Established by Ordinance 2902 (6/18)

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consist of five (5) members. With the establishment of the Board, three (3) members were appointed to four (4) year terms and two (2) members were appointed to three (3) year terms. Thereafter, each member shall be appointed to serve a four (4) year term.

- B. Membership - Eligibility: All members shall either rent property from the City at the Moses Lake Municipal Airport, or be associated with a business or operation which rents property from the City at the Moses Lake Municipal Airport. A minimum of two (2) members shall be citizens who reside within the corporate limits of the City.
- C. Meetings: The Board shall devote such time as may be necessary to properly discharge all duties devolving upon them. Minutes of all meetings shall be filed with the City Clerk. A meeting of the Board shall be held at least once each month.
- D. Duties of Board: The Board shall provide representatives to work on committees related to airport development planning as needed, including, but not limited to, work on an airport business plan to identify operation and development strategies appropriate to provide sufficient revenues and appropriate uses to support airport operations.

The Board shall advise the Municipal Services Director, or designee, as to the operation of the airport.

The Board shall advise the Mayor and City Council, the City Manager and/or his/her designee regarding the following matters relative to the operation of the Moses Lake Municipal Airport:

1. Construction, enlargement, improvement, maintenance, equipment, and operation of the Moses Lake municipal Airport facilities;
2. Development of a project list and recommendations on the capital needs for the municipal airport;
3. Developing comprehensive and long-range plans for airport development and financing;
4. Adoption and amendment of rules and regulations for the operation and use of the Moses Lake Municipal Airport facilities;
5. Determination of charges or rentals for the use or leasing of any properties owned or under the control of the Moses Lake Municipal Airport and regarding the charges for any services of facilities and the terms and conditions related to the same;
6. Promoting and fostering the development of the Moses Lake Municipal Airport for the benefit of the citizens of the City; and
7. Maintaining liaison with other governmental bodies regarding municipal airport operations and financing.